NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on
October 26, 2015 beginning at 6:00 p.m.
at the
Portage District Library in the Lower Level
Long Lake & Gourdneck Lake Meeting Rooms
for the purpose of conducting library business
AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff. (5 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of October 26, 2015. (1 minute) (Vote)

V. Consent Agenda (2 minutes) (Vote)
   A. Minutes of the Regular Board Meeting of September 28, 2015. Pgs. 1-6
   B. Review of Audio/Visual Policy. Pgs. 7-8
   C. Review of Donations Policy. Pgs. 9
   D. Review of Fines & Fees Usage Policy. Pgs. 10-12
   F. Review of Resident/Non-Resident Policy. Pgs. 16-19
   G. Approval of Non-Resident Fee Amount for 2016 Pgs. 20
   H. Budget Amendment Gifts and Donations FY 2105 Pgs. 21
   I. Budget Amendment $3,100 for Delach/Meyer Celebration Pgs. 22
   J. Approval of Holiday Schedule for Library Hours of Operation in 2016. Pgs. 23
   K. Library Board linkage opportunities for October/November 2015. Pg. 24
   M. Monitoring Report – Communication & Support to the Library Board. Pgs. 28-31
   O. Marketing Update for September 2015. Pg. 33
   R. Legislative Update for September 2015. Pgs. 39-40
   S. Invitation to joint Retirement Open House at PDL for Delach & Meyer on November 13, 2015. Pg. 41

VI. Governance (30 minutes)
   A. Update on Library Director’s 2015 Evaluation Process. Pg. 42 (Info)
   B. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library. Pg. 43 (Info)
   C. Final plans for 2015 Library Board Retreat on November 9, 2015. Pg. 44 (Info)
   D. Information for Preparation for Strategic Planning in 2016. Pg. 45 (Info)

VII. Ends Development (45 minutes)
   A. Library Director's accomplishment of personal goals for Fiscal Year 2015. Pgs. 46-51 (Info)
   B. Progress Report on End Statement #4 (Be a community center to experience & explore local arts & culture.) Pgs. 52-55 (Info)
   C. Follow-Up Report on 2015 Staff Development Day. Pg. 56 (Info)
   D. Update on the library’s Book Drop Project. Pg. 57 (Info)

VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes total)

IX. Library Director’s Reports (10 minutes total)
   A. Final remarks by Library Director for the October 26, 2015 Library Board Meeting. Pg. ___ (Info)

X. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the December 14, 2015 Board Meeting
      1. Minutes of the Regular Meeting of October 26, 2015
2. Special Guest: Theresa Forton
   (Title III English Language Learner Instructional Coach for Portage Public Schools.)

3. Review of FOIA Policy
4. Approval of Annual Calendar of Library Board Activities for FY 2016.
5. Adoption of Schedule of Library Board Meetings for 2016.
6. Approval of Non-Resident Fee Amount for 2016.
14. Appointment of Nominating Committee Chair to survey trustees’ interest in Board offices in 2016.
15. Personnel Committee’s recommendation for Library Director’s compensation in 2016.
16. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment
I. Start of Meeting
Board members and staff gathered on September 28, 2015 at 5:30 pm for dinner, *(Food from Joy Fong)* and the board meeting started at 6:00 pm.

II. Roll Call:
Board Members Present: Michele Behr, Stephanie Brown (arrived at 6:30), Betty Lee Ongley, Martha Pacheco, Alisha Siebers, Donna VanderVries, and Joe Yantis

Board Members Absent: none

Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Diane Delach, Lawrence Kapture, Quyen Le, and Laura Wright

Staff Absent: Rob Foti and Chris Walker

Special Guests: Portage Central Elementary teachers - Diane Aardema, Karen Bankston, Dee Lapekas, and Nancy Viglianti

III. Comments or Requests from the Public, Board Members, or Library Staff
Library Board Chair Alisha Siebers welcomed everyone and noted for the record that Trustee Brown would be arriving late. Siebers then opened the meeting for any comments from the public, board members or library staff.

A. Comments from Library Director - Library Director Klien begin by thanking Library Board Chair Siebers for speaking at Staff Development Day on the morning of September 25th. Siebers spoke on behalf of the board to thank staff for the service they provide to the community.

B. Welcome to Quyen Le – Siebers also welcomed new Assistant to the Director and Library Board Secretary Quyen Le to the meeting. Trustee Ongley asked how training was progressing and Le responded that retiring Assistant to the Director/Library Board Secretary Delach was very organized and that she anticipated a smooth transition.

C. Comment from Alisha Siebers – Notified the board that she would need to leave at 7:30 to see the movie “Just Let Go” because her brother wrote the screenplay. It is only showing for one night at the Kalamazoo 10 Theater.

D. Request for Closed Session – Library Director Klien requested a closed session following the regular meeting to discuss a personnel issue and give an update.

E. Comment about Library Lane – Trustee Betty Lee Ongley said the flowers along Library Lane were beautiful and make the drive up to the library look so nice, but she had noticed that they are starting to pull them out as the seasons change. Ongley also commented that she used to help plant the tulips along Library Lane.

F. Comment about the “Hole in the Back!” – Trustee Joe Yantis commented that he was glad to see a “hole in the back”, referring to the digging and progress the construction crew has made on the book drop project.

DISPOSITION: The Library Board acknowledged the comments made by Library Director Klien and Trustees Siebers, Ongley, and Yantis.

IV. Adoption of the Agenda for the Regular Meeting of September 28, 2015
Library Board Chair Siebers asked if there were any changes needed to the agenda for the September 28, 2015 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda.
MOTION: It was moved by VanderVries and seconded by Ongley, that the agenda for the regular board meeting of September 28, 2015 be adopted as presented. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

V. Consent Agenda
Library Board Chair Siebers asked if there were any changes needed to the consent agenda for the September 28, 2015 board meeting before its adoption. There were no changes requested by trustees. Siebers requested that Ongley read the consent agenda aloud, then asked for a motion to adopt the agenda.

A. Minutes of the Public Hearing and Regular Meeting held on August 24, 2015.
B. News about a “Great Michigan Read” grant award to PDL from the Michigan Humanities Council.
C. Review of Capitalization Policy.
D. Review of Internet Policy.
E. Review of Materials Selection Policy.
F. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2015.
G. Library Board linkage opportunities for September/October 2015.
H. Report on Financial Condition for August 2015.
I. Marketing Update for August 2015.
J. Narrative Report for August 2015.
K. Statistical Report for August 2015.
L. Legislative Update for August 2015.

MOTION: It was moved by Yantis and seconded by Pacheco, that the Consent Agenda for the regular board meeting of September 28, 2015 be approved as presented. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

VI. Special Guests
Library Board Chair Siebers welcomed the special guests from Portage Central Elementary - Diane Aardema, Karen Bankston, Dee Lapekas, and Nancy Viglianti. Siebers commented that three out of the four teachers present had her children in their classrooms and that she could verify that they were excellent educators.

Presentation from the Portage Central Elementary “Library Committee” – Guest Karen Bankston began by thanking the library for all that it does for the community. She distributed a handout with “Ideas for the Library” which their committee had brainstormed of ways that the library can supplement their connections to the schools. She referenced two past programs that Youth Staff, Quyen Le and Steve Rossio, had done titled Meet Your Teacher at the Library, which were very well received. These programs included reading a book, participating in a scavenger hunt, and making a craft - all based around a theme for the evening.

The first idea the teachers proposed was to allow all Portage Public School teachers to have the ability to check out materials even if they do not reside in Portage. Library Board Chair Siebers responded that she was excited to announce that Educator Library cards were approved by the board only last month. Siebers asked Library Director to elaborate on this. Klien stated that educators not currently residing in Portage should first check to see if they live within one of our reciprocal borrowing areas, so that they can receive a card that way. If they do not live in any of those areas, they could still be eligible for a library card with a letter from the administrator of their school stating that they are employed as an educator. Laura Wright, Head of Youth Services, recently sent out a letter to the media specialists in each school notifying them of this change in library policy.

The teachers then referred to the success of the Summer Reading Program, but wanted to keep the excitement for reading continuing into the school year. They suggested a library book club for elementary students in the evening. The teachers also referenced the success in past years of a ‘Meet the Author’ event at their school and thought that the library hosting an author(s) would excite the students and get them interested in reading, as well as the writing process. The teachers suggested Parent/Child Literacy training nights at the library. The
teachers again referenced the successful Meet Your Teacher at the Library program and expressed a strong desire to continue that program this school year.

The teachers spoke of the difficulties in their school with sharing “specials teachers” and having a media specialist who must split their time between two buildings. K-2 are not getting library time with an instructor, they only have checkout times. These students are missing out on library skill instruction. The students also do not have time in the curriculum for poetry instruction.

This year looking at the students reading levels, they need more access to books to read for enjoyment and practice. The teachers wondered about the library providing a Bookmobile to send out into the community to give children who don’t have access to the library an opportunity to check out books. They are also looking into funding to place a Little Free Library in the [Lexington Green area].

The teachers spoke passionately about the importance of reading and emphasized that they want to encourage their students to visit the library and take advantage of the materials, programs, and services provided free of charge.

Library Board Chair Siebers redirected the conversation by posing a question to the visiting teachers. She informed them that the Library Board would be entering Strategic Planning in 2016 and asked “What does the city of Portage need?” She commented that the teachers are on the front lines and that they could provide a lot of insight and advice that would be helpful to the library when planning for the future.

The teachers suggested a branch/or small off-site library location in the outlying areas of Portage where it is more difficult for children to get to the library. One of the teachers stressed that it is so important to get books in the hands of children and that from their test results it was clear to them that some needed intervention sooner than they received it. The teachers stressed the importance of storytimes for the community which instills an early love for books and reading, which is essential. They also felt it was a good time for parents to learn early literacy skills and how to expressively read aloud to their children. The teachers also wanted to ensure that all types of books were available for children whether they were picture books, chapter books, or comic books. They stressed that any kind of reading was important and effective! Trustee Ongley commented that we can’t assume that everyone can ‘Google’ for information. She also asked if any of the teachers were going to bring up the coming election in November and the fact that there are two proposals for school funding that are on the ballot. The teachers responded, “Register and be sure to vote!”

**DISPOSITION:** The Library Board received the information presented by the Portage Central Elementary teachers and thanked them for taking the time to join us this evening. Laura Wright, Head of Youth Services, will be in contact with the teachers to set up another Meet Your Teacher at the Library program. The teachers then excused themselves from the meeting.

**VII. Governance**

**A. Follow-up to the selection of SWOT analysis facilitator** – Library Director Klien said that she had some issues finding a facilitator that had availability in their schedule. She stated that she had made three (3) calls to potential facilitators and all were unavailable for the scheduled date of November 11th. She explained that she had one more call that she was waiting for a response. Trustee Behr made the suggestion to select another date as a possibility for the Board Retreat. She stated that the high school teacher conferences are now scheduled for November 11th. Possible other dates were discussed.

**DISPOSITION:** Library Board Chair Siebers thanked Library Director Klien for all of her efforts in scheduling a facilitator. The alternate date for the Library Board Retreat is set for Monday, November 9 at 6:00 pm.

**B. Continued discussion about dispersal of information to prepare for Strategic Planning in 2016** – Le will send out an email with links to City of Portage data available through the US Census Fact Finder website as well as the Portage Public School’s website which has demographic information. The library is currently working with Gale to pull pertinent data. A brief presentation will follow in October with data and demographics as part of the preparation for Strategic Planning in 2016.
DISPOSITION: The Library Board acknowledged the need to review this information prior to Strategic Planning in 2016.

C. Initiation of Library Director’s 2015 Evaluation Process – Library Board Chair Siebers reviewed the process for the director’s evaluation. Trustees were asked to view the attached evaluation forms with checklist, assessment of accomplishments of ends in 2015, and areas of focus for 2016. Delach stated that there is a draft in progress of the ends report as well as the library director’s update on accomplishment of goals. Le will send an email with all of this information. Library Board Chair Siebers asked who the completed packets should be sent to. Klien replied that they should be sent to Rob Foti.

DISPOSITION: The Library Board acknowledged the Library Director’s evaluation process and noted that the deadline for completed packets to Rob Foti will be Friday, October 30.

D. Update on board member thank-you notes to donors – Library Board Chair Siebers thanked the board for their efforts to thank donors. She asked that anyone who had comments about the process or received comments to direct them to her. Behr and Ongley both commented that they were able to sit down at their dining room tables to begin the letter writing process. Yantis commented that his letters were completed, delivered, and that he had already received positive feedback. The question was raised regarding whether or not trustees wanted to continue this effort by thanking donors after the Spring Appeal.

DISPOSITION: Trustees will complete their thank you notes to donors. The topic of continuing this effort after the Spring Appeal was tabled for discussion at a future date.

VIII. Ends Development

A. Report on 2015 Summer Reading Program – Trustee Onley commented that registration was down in all demographics this year with the exception of adults. Laura Wright, Head of Youth Services offered an interpretation of the numbers, noting a change in what Youth Services offers including a Quest Program (still includes reading but it is a lot more interactive and includes the whole family with more variety). The issue with the Quest Program is tracking participation, which is information we are still working to obtain in an efficient manner. Also different in the past two years, is the way the teen volunteers hand out prizes. We have opted for a “treasure chest” feel instead of a “Chuck E. Cheese” spread. Discussions have been made regarding changes to the Summer Reading website, adding barcodes to scan, and adding visual incentives for recording progress. Trustee Behr commented that during this video game era, visual incentives should be very effective. Trustee Pachecho asked whether tallying lanyards and buttons being handed out could be an effective tracking method. Trustee Siebers commented that it was always busy on the lower level when she visited the library this summer.

Lawrence Kapture, Head of Adult Services added to the conversation by commenting that taking the genre requirements out of the Adult Summer Reading Program seemed to boost their numbers. He reminded trustees of the café set up for adult patrons during the Youth Summer Reading Kickoff which helped add parent participation during the summer. This was more successful than having an independent Adult Summer Reading Kickoff as they did in 2014. He also mentioned that adding drawings for prize bags was also effective in boosting participation and creating excitement.

Trustee Ongley commented that the Reading Together title had been announced. The selection is Orphan Train by Christina Baker Kline. She asked if the library was prepared for the requests that will be coming in for that specific title, and Kapture responded that Adult Services always buys multiple copies of the Reading Together title in preparation. Library Director Klien also commented that the adult services staff had decided to also have copies circulating specifically for the staff so that they would also have to opportunity to read the book and participate.

B. Report on 2015 Art Encounters Event – See Art Encounters narrative report from Marsha Meyer. Library director Klien commented that this is a fun program that is library-wide. Adult Services co-chair Marsha Meyer and Youth Services co-chair Quyen Le work with community members to provide a day of art and
music. We have collaborated with Senior Center, local bands, Soga Japan Center at WMU, Michael Dunn, and the Civic Theater.

C. **Report on 2015 Food for Fines Campaign** – Jill Austin, Head of Circulation began her presentation by thanking Rolfe Behrje and Rob Foti for their assistance in delivering the collected food items to the Portage Community Center. She said that she had received no complaints regarding the change in format, new this year, of requesting items specifically for filling holiday baskets. She mentioned that there were a few people who asked about volunteering to fill holiday baskets and she directed them back to the Portage Community Center. She also noted that there was not much ramen donated this year. Austin stated that she felt comfortable with suggesting donations to fill holiday baskets while still accepting other items since the need for food to fill the pantry continues to exist.

Trustee Ongley mentioned that the Portage Community Center is always in need of paper bags with handles to help transport food and that she saves her paper bags to donate there.

Library Board Chair Siebers stated that she agreed that it is a good plan to both collect food for holiday baskets and for the general needs of the pantry. She stated this is also a way for patrons with a limited income to take advantage of sales at the grocery store, participate in giving back to the community, and clear their library fines at the same time.

D. **Update on the library’s Book Drop Project** – Library Director Klien stated that the book drop project is coming along. The builders have said that the library will probably need to close for a day while the water line is being moved and a new water meter is installed. This date is TBD, but Klien has asked for as much notice as possible. Trustee Yantis asked if the new meter will still need a reader. Klien replied yes, a reader is still required as the water meter is unlike the new Consumers Energy electricity meters that submit information electronically. Steve Rossio, local historian, has been taking photographs of the construction progress for documentation and the professional photographer who came to take pictures of the entire staff during Staff Development Day also took some pictures for the record.

E. **Follow-Up on Educator Membership at PDL** – As mentioned earlier to the visiting teachers from Portage Central Elementary - Laura Wright, Head of Youth Services, sent out an email to all Portage Public School media specialists informing them of the Library Board’s decision to move forward with Educator Memberships. Wright stated that working through the media specialists was a way to extend a professional courtesy to them and strengthen their position at the schools.

X. **Library Director’s Comments**

A. **Farewell to retiring Assistant to the Director/Library Board Secretary Diane Delach** – Library Director Klien stated that Diane has been a wonderful teacher and guide throughout her first two years as the library’s director. Klien also commented that Diane holds the unique distinction of working with all three of the library’s directors during her career. Delach commented that she had a nice gathering with staff at the end of Staff Development Day. Delach joked that if she laid out all of the board meeting packets she has compiled over the years that they would stretch from Portage to the Mackinac Bridge and back! Diane commented that there have been a lot of changes at the library over the years. When she began working at PDL, they had just gone online with the catalog and the card catalog drawers had not been removed yet. Another big change was the building project, which happened while the library was still under the city. Planning occurred under an advisory board – which had a vision for a library with a dramatic presence. Delach also worked through the transition from a public library to a district library. Trustees were invited to attend a joint celebration of the retirement of Diane Delach and Marsha Meyer on Friday, November 13th from 6:30-8:30 pm. Gifts to Diane included flowers, photographs, cards, and The Pun Also Rises – a book donated to the library collection in her honor, complete with book plate.

B. **Final remarks by Library Director for the September 28, 2015 Library Board Meeting** – Library Director Klien said that there are three (3) library staff positions currently open – one full-time Youth Services Librarian, one part-time Youth Services Associate, and one part-time circulation clerk. Also noted was the fact that with Marsha Meyer’s retirement, the library will also have one full-time Adult Services Librarian position to fill before the end of the year. Klien also stated that the library had a great Staff Development Day on Friday, September 25th, that was both fun and informative.
XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the October 26, 2015 board meeting

1. Minutes of the Regular Board Meeting of September 28, 2015.
5. Review of Investment Policy.
6. Review of Resident/Non-Resident Policy.
8. Library Board linkage opportunities for October/November 2015.
15. Legislative Update for September 2015.

B. Assessment of this meeting – There was agreement among trustees that this had been a full and productive board meeting.

C. Closed Session- The Portage District Library Board of Trustees met in closed session at 7:26 p.m. to discuss a personnel issue. It was moved by Yantis and seconded by Behr that the Library Board adjourn from the closed session.

XII. Adjournment

Library Board Chair Siebers said if there was no further business to come before the board, that the meeting would stand adjourned. All present were invited to celebrate Trustee VanderVries birthday with cake. There was no further business and the meeting ended at 7:35 pm.

Recorded and Transcribed by,

Quyen Le
Library Board Secretary
The Audio-Visual service of the Portage District Library was established in recognition of the importance of non-print media as part of a total information, recreation and education service. The library maintains several non-print collections: compact discs, computer games, videos and talking books. In developing both present and future audio-visual collections, the library will attempt to reflect the diversity of the book collection to the degree possible with audio-visual materials available. In other words, the media product available should allow the collection to serve the educational, recreational and informational needs of our patrons. The size of individual collections will vary from core to diverse and multi-faceted, depending on cost, demand and product availability. Periodically, audio-visual collections will be evaluated for maintenance, termination or increase. As new media formats become available, each will be analyzed based on the criteria established in this policy.

Audio Selection

The Portage District Library recognizes sound recordings as a major form of publication. Because of cost and the diversity of titles available, the audio recording collection is large enough to represent a fair cross-section of available material, particularly with respect to music of established and lasting value and talking books in a variety of formats. The audio recording collection includes formats such as, audio downloads, MP3, compact disc, Playaway, and other current media formats.

Recordings are selected on the basis of reviews in professional and general publications, vendor-provided materials and personal knowledge and contact. Musical selections are made with an ear toward providing library patrons with a broad overview of western musical heritage from the earliest preserved material to current popular and classical material. Instructional recordings emphasize those studies which have an important aural component. Talking books are selected for literary merit, content interest, and quality of production. A portion of the audio recording collection is designated for youth materials.

Video Selection

The video collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library’s Materials Selection Policy under “Non-Print Media Collection.” Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. Videos will be purchased in current media format. R-rated videos will selectively be allowed in the library’s collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. X-rated videos will not be purchased or accepted. The rating symbol used by the Motion Picture Association of America shall be used, when available. Selection of videos shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual’s responsibility to determine a film’s suitability for themselves and their family.
Interactive Media

The interactive media collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library’s Materials Selection Policy under “Non-Print Media Collection.” Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. The interactive media collection includes formats such as CD-ROMs, multiple brands of console games, and any other current format that may prevail. Mature-rated games and CD-ROMS will selectively be allowed in the library’s collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. Adults Only games and CD-ROMs will not be purchased or accepted. The rating symbol used by the Entertainment Software Rating Board (ESRB) shall be used, when available. Selection of games shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual’s responsibility to determine a game’s suitability for themselves and their family.

Audio-Visual Equipment

The Portage District Library has various pieces of specialized equipment, which are used in-house to support programs or public services. Audio-visual equipment may be loaned to patrons only at the discretion of the Library Director.

Evaluation of Audio-Visual Services

Audio-visual services will be evaluated periodically to ensure that the service is meeting the needs of the community. Factors against which a service will be measured include: circulation, product availability, public availability, priority and service value.
The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year’s gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year’s donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received.

The intent of this policy is to preserve the Library Director’s ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board’s right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.
The Fines & Fees/Usage Policy was revised and approved at the July 27, 2015 meeting of the Library Board. However, upon further review, I would like to propose an additional change by removing the Reserve Fee.

Traditionally, this fee has existed to recoup the cost of printing and mailing notifications for items that library users request to be held for them. When we started email notifications several years ago, we kept the fee in place for those who still wanted a paper notice sent to them. More recently, we have chosen to keep the Reserve Fee for printed notices in place to encourage users to provide us with an email address for notifications. In the past couple of years, we have found that users are more comfortable providing an email address to us during registration than they were previously.

After several years of charging those who are not set up for email notification, it has become clear that many of the users who are paying for reserves are individuals who do not have email addresses. In the past year, approximately 30% of users who are paying the Reserve Fee are 65 years of age or older. Additionally, the fee generates a number of complaints from users, as there is not a way for them to know about the fee when placing holds on items in the catalog nor is there a way for them to add an email address via their online account access. In the past year, we have waived reserve fees for 80 users based on these types of complaints. There are many more users who pay the fee regularly, but do not agree with the charge, registering their displeasure during every payment transaction.

The total revenue generated by the reserve fee in the past year is $273.60 and only about 15% of the users who are charged end up providing an email address after they learn about the Reserve Fee. Given the volume of complaints, removing the Reserve Fee would provide relief to seniors or those who do not have easy access to email and would remove a regularly occurring negative transaction at the Checkout Desk.

I recommend that the Library Board approve the removal of the Reserve Fee from the Fines & Fees/Usage Policy.
1. **General Fines**
   A. The fine for any overdue non-Hot Pick book, audio disc, or magazine is 10¢ per day per item, with a maximum fine of $5.00 per item and return of materials.
   B. The overdue fine for non-Hot Pick DVD collection items is $0.50 per day per item with a maximum fine of $5.00 per item and return of materials.
   C. The overdue fine for Hot Pick and other special collection items is $1.00 per day per item with a maximum fine of $10.00 per item and return of materials.
   D. After $25.00 in total fines is accumulated, the member will be denied borrowing privileges until the fine is paid.
   E. A final invoice is sent to the member after two months and before six months, stating the amount due and informing the member of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
   F. The Library may institute legal proceedings for recovery of materials that are overdue.

2. **Lost or Damaged Item Fees**
   A. All lost or damaged material, except for magazines, are charged at replacement/retail value. A default price of $20.00 will be used as the replacement cost if no retail value is available. Incidental damage caused by normal use will be repaired without charge.
   B. Magazines are charged at replacement/retail value or $5.00, whichever is greater.
   C. DVD, CD or console game discs that are returned without their library case and/or accompanying material will be assessed a processing fee of $5.00.
   D. Replacement cost for a single talking book disc is $10.00 when available. Single replacement discs are not available from all vendors; some companies charge replacement cost for the entire set, especially on MP3 format discs. The total replacement cost will be assessed when single discs are not available.
   F. All lost or damaged pieces from kits will be charged at replacement/retail value or $10.00, whichever is greater.
   G. There is an additional $5.00 processing fee per lost or damaged item which is assessed to defray the cost of preparing replacement items for library use. The processing fee is not charged for magazines.
   H. Refunds will not be given for lost material that has been paid for, regardless if it is returned to the collection.

3. **Room Rental Fees**
   Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. Room access will be denied if payment is not received prior to the start of the rental period.

   SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Rental Rate</th>
<th>501-C3/Gov. Rental Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Lake Room</td>
<td>$55.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sugarloaf Lake Room</td>
<td>$50.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>West Lake Room</td>
<td>$50.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gourdneck Lake Room</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Long Lake Room</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

   COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

<table>
<thead>
<tr>
<th>Meeting Room Combinations</th>
<th>Rental Rate</th>
<th>501-C3/Gov. Rental Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Lake + Sugarloaf Lake + West Lake Rooms</td>
<td>$155.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Austin Lake Room + Sugarloaf Lake Room</td>
<td>$105.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Sugarloaf Lake Room + West Lake Room</td>
<td>$100.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Gourdneck Lake Room + Long Lake Room</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Exceptions to these meeting room rental charges may only be granted by the Library Director.

*[Note: Refer to the “Community Meeting Rooms Policy” for more details.]*
4. **Photocopy /Printout/Faxing/Scanning Fees**
   A fee of 10¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 75¢ per printed side of a page will be charged for color printouts.

   Faxing will be charged $1.00 for each page scanned to FAX. No charge will be assessed for scanning pages to email or electronic storage.

5. **Interlibrary Loan Fee**
   There is no charge to members for interlibrary loan borrowing fees under $5.00. However, members will be required to pay for any special borrowing charges over $5.00.

   Any interlibrary loaned items that are returned late are subject to the same overdue fines as library owned material. Members who have long overdue interlibrary loaned items or $25.00 or more in fines charged to their account will be blocked from interlibrary loan services.

   Long overdue or non-returned items will be charged as lost in accordance with MeL Policy as set by the Library of Michigan. Once the library pays for a lost item, the member is responsible for the replacement cost. No refunds are available.

6. **Returned Check Fee**
   There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

7. **Laptop Computer Usage & Fines**
   A. Laptop computers will be offered to members for use within the library only for a loan period of two hours.
   
   B. After the second hour of use, there will be an automatic overdue charge of $10.00 per hour or part of an hour if the laptop is not returned or renewed. The maximum overdue fine is $100.00 for a single laptop that is returned completely and without damage.
   
   C. Reserves may be made when all laptops are in use and will not be subject to a reserve fee.
   
   D. Removal of laptop computers from the library building will be considered theft. Laptop use privileges will be revoked.
   
   E. Damage to the laptop or loss of additional equipment will result in charges for repair or replacement.

8. **Telescope Usage & Fines**
   A. Orion Starblast Telescope kits will be offered for specific booking periods to resident and paying non-resident members. All bookings will be set to start on Wednesday and end on Monday.
   
   B. If the kit is returned after the six day period of the booking, there will be an automatic late charge of $10.00 per day or part of a day that the kit is late. The maximum overdue fine is $100.00 for a single telescope kit that is returned completely and without damage.
   
   C. Failure to comply with usage procedures may result in the loss of use privileges for this equipment.
   
   D. Damage to the equipment or loss of additional kit material will result in charges for repair or replacement.

9. **Checkout, Reserve and Service Limits**
   A. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Those who are over the age of 18 years of age can check out an additional 5 non-Hot Pick movies that have an “R” rating. Similar limits may be set for other special collections.
   
   B. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
   
   C. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.
   
   D. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.
   
   E. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.
   
   F. Hot Pick collections are limited to use by resident and paying non-resident members.
   
   G. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.
1. **STATEMENT of PURPOSE**
   It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the *Portage District Library* and complying with all state statutes governing the investment of public funds.

2. **SCOPE of POLICY**
   This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

3. **INVESTMENT OBJECTIVES**
   In priority order, the primary objectives of the *Portage District Library’s* investment activities shall be:

   A. **Safety**: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

   B. **Diversification**: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

   C. **Liquidity**: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

   D. **Return of Investment**: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

4. **DELEGATION of AUTHORITY to MAKE INVESTMENTS**
   Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all
transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. AUTHORIZED INVESTMENT INSTRUMENTS

The Portage District Library funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

a) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.

b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.

c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

d) Repurchase agreements consisting of instruments listed in subdivision (a).

e) Bankers’ acceptance of United States banks.

f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

g) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:

   (i) The purchase of securities on a when-issued or delayed delivery basis.
   (ii) The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
   (iii) The limited ability to borrow and pledge a like portion of the portfolio’s assets for temporary or emergency purposes.

h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.

i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.

j) Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.
6. **SAFEKEEPING and CUSTODY**

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the *Portage District Library* shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the *Portage District Library Director* and evidenced by safekeeping receipts as determined by the *Portage District Library Director* (or designee of the Library Director).

7. **STANDARD of PRUDENCE**

The *Portage District Library Director* shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

8. **STATEMENT of ETHICS**

The *Portage District Library Director* shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the *Portage District Library Director’s* ability to make impartial investment decisions.

9. **INVESTMENT ACTIVITY REPORT**

The *Portage District Library Director* shall annually provide a written report to the Library Board concerning the investment of *Portage District Library* funds. The *Portage District Library* shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.
<table>
<thead>
<tr>
<th>To:</th>
<th>Portage District Library Board</th>
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</thead>
<tbody>
<tr>
<td>From:</td>
<td>Jill Austin</td>
</tr>
<tr>
<td>Date:</td>
<td>October 19, 2015</td>
</tr>
<tr>
<td>Subject:</td>
<td>Recommended Policy Clarification: Resident/Non-Resident Membership Policy</td>
</tr>
</tbody>
</table>

When reviewing the Resident/Non-Resident Membership Policy, I was reminded of a few past situations when handling the registration of users who have a mailing address, not their current residential address, on their driver’s license. Since we are seeking proof of residence during the registration process, especially for those receiving a free membership type, I am asking to amend section IV of the policy where the simple term of address is used and replace it with “current residential address” for greater accuracy and clarification to registrants.

Please consider and approve the requested clarification to the Resident/Non-Resident Membership Policy for ease of applying the policy during the membership registration process.
I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the portions of the Portage Public School District located in the following municipalities: City of Portage, Texas Township, and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. Who is able to get a free membership?

A. Any person who resides within the Portage District Library service area.
B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V, part D of this policy for more details.
D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
E. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: The non-resident fee for senior citizens (62 yrs. and older) is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.
IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. In order of preference, one of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Passport
4. Valid Military ID
5. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.

B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.

C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification with proof of age. See the Internet Usage Policy for additional information and restrictions.
D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.

E. Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and do not otherwise qualify for any other free membership type can be provided with a special non-resident membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area. The privileges of this limited membership will be similar to what is offered to reciprocal borrowing membership types.

VI. Membership Responsibilities and Privacy

A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.

B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.
To: Portage District Library Board
From: Christy Klien, Library Director and Rob Foti, Business Manager
Date: October 20, 2015
Subject: Proposed Non-Resident Fee for Fiscal Year 2016

BACKGROUND:
For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee…

“May not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.”

The current Library Board approved formula for calculating the library’s Non-Resident Fee is:

Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.

CALCULATION:
Using this formula, we have determined that the library’s Non-Resident Fee for 2016 would be:

The current number of residential parcels in the Library’s jurisdiction is 18,412. The total taxable value for all residential property is $1,405,468,140. Therefore, the average taxable value of a residential parcel of property in the Library’s area would be $76,334. That means that tax revenue generated per average parcel in the coming year will be $114.50.

If we apply this calculation and round the dollar amount up to $115.00, it equates to a $3.00 increase in the library’s Non-Resident Fee for Fiscal Year 2016. In reviewing the Non-Resident Fees of other similar size libraries in Michigan, this would still place Portage District Library’s Non-Resident Fee at the lower end of the range. [Kalamazoo Public Library $175; Ann Arbor District Library $150; Willard Public Library $125; Herrick District Library $100.]

RECOMMENDATION:
It is recommended that the Library Board approve a 2016 Non-Resident Fee for the Portage District Library in the amount of $115.00.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 19, 2015
Subject: Allocation of FY 2014 Gifts and Donations Revenue

BACKGROUND:
It has been our usual practice to ask the Library Board to consider endorsing the expenditure of a certain amount of gifts and donations revenue that had been received in the previous fiscal year. These monies come to the library as unsolicited and unrestricted donations for discretionary use for library purposes.

In the past, gifts and donation funds have been used to bolster purchases of library materials or to acquire needed equipment or furnishings, or to supplement adult and youth programming budgets. Year by year, we have identified targeted needs and allocated gifts and donations revenue accordingly.

FY 2014 GIFTS & DONATIONS AMOUNT:
A review of donations received by the library in FY 2014 has determined that there is $26,717.12 in gifts and donation funds available for allocation in FY 2015.

RECOMMENDATION for USE of FY 2014 GIFTS & DONATIONS REVENUE:
This year the library would like to use the funds for four projects. The Youth Staff have requested $5,005 to purchase new furniture and materials for the LLAMAS Table (Library Learning and Making Awesome Stuff). Use of this area has continued to increase as our patrons become aware of the educational and artistic activities offered there. Youth Staff is currently repurposing a table that formerly held computers which is not optimal. The second project requires $3,500 to purchase two portable defibrillators, one for each floor of the library. This is a tool we hope never to have to use, but feel is important to have available as sudden cardiac arrest can happen anywhere. The third project involves refurbishments for the lower level meeting rooms. It involves replacing the digital processor/mixer (which is related to the sound system) and replacing broken electrical boxes and light switches. This project will require $2,500 for parts and labor. The final item we would like to use funds towards is additional book drop projects that are not in the current budget.

With this in mind, I recommend increasing the Capital Outlay line by $5,005 for the purchase of the LLAMAS table, the Non-Capital New Furnishings line by $6,000 for two defibrillators and the project in the meeting rooms, the and the Book Drop Remodel line by $15,712.12 to purchase technology and other equipment needed for the new book drop room. All funds are to come from Unassigned Fund Balance, as that is where unused funds from the prior year fall to.

2015 Gifts and Donations Allocations:
- Youth Services LLAMAS Table: $5,005.00
- Library Wide Defibrillators (2): $3,500.00
- Meeting Room Project (parts and labor) $2,500.00
- Book Drop Project Enhancements: $15,712.12
- Total Unrestricted Gifts and Donations: $26,717.12
To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: October 20, 2015
Subject: Request to Approve a Budget Amendment for a $3,100 donation from the Friends of the Portage District Library and former director, Frank Hemphill into expenditure line in the FY 2015 Budget

BACKGROUND:
Assistant to the Director/Library Board Secretary Diane Delach retired from the Portage District Library on October 1, 2015 after 21 years of service. She holds the unique distinction of working with all three of the library’s directors over the course of her career and has been referred to as “the glue that holds the library together”.

Marsha Meyer has announced her intent to retire on December 18, 2015 after 35 years at Portage District Library. She has held positions as the Head of Adult Services and as the Adult Programming Librarian. Her vast array of connections in the Kalamazoo and Portage communities have brought numerous artists, musicians, authors, chefs and other presenters to the Portage District Library.

These women have made invaluable contributions to our library and our community. They have seen us through the renovation of our library building into the focal point that it is, participated in the change from a public library to a district library, assisted in obtaining the library’s 501(C)(3) status, and helped us celebrate the library’s 50th Anniversary. In recognition of all of their contributions, members of the staff are planning an event in their honor to be held on November 13, 2015. This is intended to provide an opportunity for Diane and Marsha to be honored and thanked.

Since the Portage District Library is a tax-supported, non-profit entity, the library’s auditors have advised against using library funds for an event that is not directly connected to public library service. For this reason, a request for $3,000 was made to the Friends of the Portage District Library to assist with the retirement recognition event for Diane Delach and Marsha Meyer. This request was approved in its entirety at the October 12, 2015 FOTL Board Meeting.

On October 15, 2015 a $100 check was received from former director, Frank Hemphill, for the express purpose of honoring Diane and Marsha through a contribution to their retirement celebration.

BUDGET AMENDMENT REQUEST:
It is recommended that the Library Board approve a budget amendment to accept $3,000 from the Friends of the Portage District Library and $100 from former director, Frank Hemphill, in the library’s Fiscal Year 2015 Budget in the “Other Administrative Services” line to allow for expenditures related to this celebration. It is further recommended that the Contribution Revenue line and the Other Administrative Services expense line be increase by $3,100.
PORTAGE DISTRICT LIBRARY

Schedule of Library Closings in 2016

(Submitted for Library Board approval on: October 26, 2015)

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2016:

<table>
<thead>
<tr>
<th>CALENDAR DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2016</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>March 27, 2016</td>
<td>Easter</td>
</tr>
<tr>
<td>May 30, 2016</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2016</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 23, 2016</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>November 24, 2016</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>December 24, 2016</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25, 2015</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

**Note #1:** The library closes on two traditional observance days: Easter Sunday and Christmas Eve (which are not federal holidays).

**Note #2:** When a federal holiday falls on a Saturday, it is usually observed by governmental entities on the preceding Friday. When the holiday falls on a Sunday, it is usually observed by governmental entities on the following Monday. However, since the library is open to the public on Saturdays, and on Sundays (except in summer), any federal holiday that falls on either a Saturday or a Sunday will be observed on those actual days and the library will be closed, (such as Easter Sunday and Christmas on Sunday in 2016.)

**Note #3:** The library has standardized the date for Staff Development Day as the 4th Friday in September, so the library will be closed on 9-23-16.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 12, 2015
Subject: Upcoming Library Board linkage opportunities in November 2015 for consideration

The following upcoming dates and events are provided so trustees will be aware of them in the event you chose to participate:

**LINKAGE OPPORTUNITIES for OCTOBER & NOVEMBER 2015:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/3</td>
<td>9:00 am</td>
<td>Business Book Club (also 11/17)</td>
</tr>
<tr>
<td>11/4</td>
<td>7:00 pm</td>
<td>A Reading and Conversation with Bonnie Jo Campbell and Diane Seuss</td>
</tr>
<tr>
<td>11/5</td>
<td>5:30 pm</td>
<td>NaNo Thursday Night Write-Ins (also 11/12 and 11/19)</td>
</tr>
<tr>
<td>11/8</td>
<td>2:00 pm</td>
<td>Stories from the Front and the Home Front Chapter 3</td>
</tr>
<tr>
<td>11/9</td>
<td>7:00 pm</td>
<td>Top Shelf Reads: Life From Scratch (out of building)</td>
</tr>
<tr>
<td>11/10</td>
<td>3:30 pm</td>
<td>Board Membership 101 (registration required)</td>
</tr>
<tr>
<td>11/10</td>
<td>6:30 pm</td>
<td>Business Research Essentials</td>
</tr>
<tr>
<td>11/12</td>
<td>7:00 pm</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>11/15</td>
<td>2:00 pm</td>
<td>Great Books Discussion: Immigrant Voices</td>
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<tr>
<td>11/17</td>
<td>10:30 am</td>
<td>Open for Discussion: The Girl on the Train</td>
</tr>
<tr>
<td>11/18</td>
<td>6:30 pm</td>
<td>Civil War Reading/Discussion with Daneen Wardrop and Steve Rossio</td>
</tr>
<tr>
<td>11/19</td>
<td>7:00 pm</td>
<td>Pre-Reading and Phonological Awareness – What is it? (registration req.)</td>
</tr>
<tr>
<td>11/21</td>
<td>1:00 pm</td>
<td>Classic Canines and Classic Film – Lady and the Tramp</td>
</tr>
<tr>
<td>11/23</td>
<td>7:00 pm</td>
<td>Must be 21+: Game Night for Grown Ups</td>
</tr>
</tbody>
</table>
PORTAGE DISTRICT LIBRARY
Library Director’s Report on the Financial Condition
for
September 2015

Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

Director’s Response:

Revenue $4,442,746
Expenditures $2,672,772

Risk reserve (13% of operating budget) $458,948
Building Reserve $50,000
Technology Reserve $32,305
Benefits Reserve $68,392
HVAC Control Reserve $15,000
Patio Feasibility Reserve $7,500
Lobby Feasibility Reserve $7,500

POLICY: 2. Indebt the organization money in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

Director’s Response: No new money has been borrowed that cannot be repaid within 60 days.

POLICY: 3. Use any long-term reserves.

Director’s Response: No reserves have been used.

POLICY: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

Director’s Response: No Inter-category shifting has taken place.
POLICY: 5. Fail to settle payroll and debts in a timely manner.

Director’s Response: Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also Processed monthly or “as needed”.

POLICY: 6. Allow tax payments or other government-ordered payments for filings to be overdue or inaccurately filed.

Director’s Response: All reports and tax payments are filed according to policy.

POLICY: 7. Make a single purchase or commitment of greater than $10,000 not already found in the budget. Splitting orders to avoid this limit is not acceptable.

Director’s Response: No unbudgeted purchase that exceeds $10,000 has been made.

POLICY: 8. Acquire, encumber or dispose of real property.

Director’s Response: No real property has been acquired, encumbered, or disposed.

POLICY: 9. Fail to aggressively pursue receivables after a reasonable grace period.

Director’s Response: All receivables are being pursued according to policy.

POLICY: 10. Fail to provide the Library Board with a one page monthly financial indicator monitoring report and a quarterly background financial monitoring report.

Director’s Response: A financial indicator monitoring report is provided each month and a quarterly background financial monitoring report is provided each quarter.

POLICY: 11. Fail to arrange for an external financial audit of the library services.

Director’s Response: An external audit of the library is conducted each year and results presented to the library board.

POLICY: 12. Fail to have appropriate authorized signatures on bank documents: Library Director, Library Business Manager and Library Board Chair.
**Director’s Response:** Appropriate authorized signatures are on all bank documents.

**POLICY:** 12-A Fail to have a 2nd signature on all checks issued by the Portage District Library in an amount of $20,000 or more by one of the three designated individuals on the library’s bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.

**Director’s Response:** All checks received the appropriate amount of signatures.

**POLICY:** 13. Fail to consider approved budget when entering into financial agreements or collaborations with other entities.

**Director’s Response:** Approved budgets are considered when entering into financial agreements or collaborations with other entities.

**POLICY:** 14. Fail to keep the Library Board informed of any grant applications, and obtain board chair signature when required by granting agency.

**Director’s Response:** The Library Board is informed of all grant applications and the board chair’s signature is obtained when required.

**POLICY:** 15. Fail to provide the Board Chair a list of all cash disbursements from the time of the prior Board meeting to the current Board meeting.

**Director’s Response:** A list of all cash disbursements has been provided to the Board Chair for review.
PORTAGE DISTRICT LIBRARY

Monitoring Report on Executive Limitation Policy: Communication and Support to the Library Board

POLICY: The Library Director shall not permit the Library Board to be uninformed or unsupported in its work. Accordingly, the Library Director may not:

1. **Neglect to submit monitoring data required by the Library Board** (see policy on Monitoring Library Director’s Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.

RESPONSE: All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board’s annual calendar as follows:

<table>
<thead>
<tr>
<th>Board Executive Limitations and Public Service Policies</th>
<th>Dates when Monitoring Data was Provided to Library Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Exhibit and Gift Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 4-27-15.</td>
</tr>
<tr>
<td>Asset Protection Policy (Executive Limitation)</td>
<td>Monitoring report provided to the Library Board on 3-23-15.</td>
</tr>
<tr>
<td>Audio-Visual Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 10-26-15.</td>
</tr>
<tr>
<td>Capitalization Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 9-28-15.</td>
</tr>
<tr>
<td>Community Meeting Rooms Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 1-26-15.</td>
</tr>
<tr>
<td>Communication and Support to the Library Board Policy (Executive Limitation)</td>
<td>Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, phone contacts, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje &amp; Wright on 3-Year Technology Plan 7-27-15; conveyed important information to trustees, such as: Ends development and accomplishments; public surveys; Friends of the Library updates &amp; book sale revenue; fundraising plans (Annual Campaign 2014-15 &amp; Annual Report); library monthly narrative &amp; statistical reports; marketing &amp; public relations activities; fundraising initiatives; Public Hearing on FY 2016 Budget; regular updates on self-checkout; Monitoring report on this Executive Limitation Policy was provided to Board on 10-26-15.</td>
</tr>
<tr>
<td>Compensation and Benefits Policy (Executive Limitation)</td>
<td>Monitoring report provided to the Library Board on 8-24-15.</td>
</tr>
<tr>
<td>Donation Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 10-26-15.</td>
</tr>
<tr>
<td>Disruptive Patron Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 5-18-15.</td>
</tr>
<tr>
<td>Emergency Library Director Succession (Executive Limitation)</td>
<td>Monitoring report provided to Library Board on 2-23-15.</td>
</tr>
<tr>
<td>Ends Focus of Grants or Contracts Policy (Executive Limitation)</td>
<td>Provided information to the Library Board to review this policy on 10-26-15.</td>
</tr>
<tr>
<td>Financial Condition and Activities Policy (Executive Limitation)</td>
<td>Monthly &amp; quarterly reports done all year; and Financial Audit Presentation on 5-18-15; recommended allocation of gifts &amp; donations on 10-26-15; provided data on fundraising initiatives as part of Library Director’s narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided to Library Board on 3-23-15.</td>
</tr>
<tr>
<td>Policy</td>
<td>Provided Information</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fines and Fees Usage Policy (Public Service Policy)</td>
<td>Provided information to the Library Board for revision on 7-27-15 and for revision and review on 10-26-15.</td>
</tr>
<tr>
<td>Fundraising Policy (Executive Limitation)</td>
<td>Provided information to Library Board to review this policy on 4-27-15.</td>
</tr>
<tr>
<td>Global Executive Constraint (Executive Limitation)</td>
<td>Provided information to Library Board to review this policy on 1-26-15.</td>
</tr>
<tr>
<td>Heritage Room Policy (Public Service Policy)</td>
<td>Provided information to the Library Board on 6-22-15 to review this policy.</td>
</tr>
<tr>
<td>Internet Policy (Public Service Policy)</td>
<td>Provided information to the Library Board on 9-28-15 to review this policy.</td>
</tr>
<tr>
<td>Investment Policy (Public Service Policy)</td>
<td>Provided information to the Library Board on 10-26-15 to review policy.</td>
</tr>
<tr>
<td>Juvenile Patron Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 5-18-15.</td>
</tr>
<tr>
<td>Library Privacy and Search Warrant Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 1-26-15.</td>
</tr>
<tr>
<td>Materials Selection Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 9-29-15.</td>
</tr>
<tr>
<td>Programming Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 4-27-15.</td>
</tr>
<tr>
<td>Reciprocal Borrowing Policy (Public Service Policy)</td>
<td>Provided information to the Library Board on 6-22-15 to review this policy.</td>
</tr>
<tr>
<td>Resident/Non-Resident Policy (Public Service Policy)</td>
<td>Provided information to the Library Board for revision on 7-27-15 and for clarification and review on 10-26-15.</td>
</tr>
<tr>
<td>Smoking &amp; Tobacco Products Policy (Public Service Policy)</td>
<td>Provided information to the Library Board on 5-18-15 to review this policy.</td>
</tr>
<tr>
<td>Solicitation Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 8-24-15.</td>
</tr>
<tr>
<td>Treatment of Consumers Policy (Executive Limitation)</td>
<td>Monitoring report provided to Library Board on 2-23-15.</td>
</tr>
<tr>
<td>Treatment of Staff Policy (Executive Limitation)</td>
<td>Monitoring report provided to the Library Board on 8-24-15.</td>
</tr>
</tbody>
</table>

2. **Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.**

**RESPONSE:** The Library Board has been kept aware of all relevant trends, pertinent information and significant issues impacting the library. Examples of this are as follows:

- Federal mandates on privacy and Internet child protection
- State requirements for annual report to be eligible for state aid
- Monthly Michigan Library Association legislative updates on state activities
- Regular updates on state-wide legislative activities and decisions
- Gave a detailed presentation to Library Board on revenue projections for library
Alerted Library Board to tax abatement issues and reductions in state aid funding to libraries

Provided information on the Personal Property Tax and the state’s proposed reimbursement plan for lost PPT revenue.

3. **Fail to advise the Library Board if, in the Library Director's opinion, the board is not in compliance with its own policies on Governance Process and Library Board-Library Director Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Library Director.**

**RESPONSE:**

The Library Board was assisted in obtaining a legal opinion about compliance with the Freedom of Information Act and establishing a FOIA policy, procedure and designation of FOIA Coordinator.

4. **Fail to marshal for the Library Board, as many staff and external points of view, issues and options as needed for fully informed board choices. [i.e., survey information, industry standards and benchmarks.]**

**RESPONSE:**

Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Behrje & Wright on Three-Year Technology Plans; Walker on fundraising & marketing initiatives; Meyer on art in the library; Foti & Klien on revenue projections, health insurance, Personal Property Tax, tax capture, contracts for large-scale projects and inspection of library for bed bugs)

Arranged for guests/presenters to come to board meetings: Portage Community Center Executive Director, Chris Buckley on 3-16-15; Portage City Manager, Larry Shaffer on 4-27-15; State Senator Margaret O’Brien, District Director Megan Hicks, and State Representative Brandt Iden on 5-18-15; Portage Central Elementary teachers Karen Bankston, Nancy Viglianti, Dee Lapekas, and Diane Aardema on 9-28-15; and Portage Public Schools Title III English Language Learner Instructional Coach Teresa Forton on 12-14-15.

5. **Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.**

**RESPONSE:** Presented information to Library Board in the formats they requested.

6. **Fail to provide a support mechanism for official Library Board, officer or committee communications.**

**RESPONSE:** The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Delach/Le), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is a strong Library Administrative Team composed of these staff members, plus five other Department Heads and team members who receive board directives and represent the Library Board’s decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed; implementation of board policies and enforcement with the public; review and revision of library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

7. **Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.**
8. **Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Library Board.**

**RESPONSE:** There have been no instances of non-compliance with any policy of the Library Board, thus no need to report any such behavior.

9. **Fail to supply for the consent agenda all items delegated to the Library Director yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.**

**RESPONSE:** All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the annual State Aid report to the Library of Michigan; (3) the Public Hearing on the Library’s Proposed Budget in August; (4) bond payment to the City of Portage; (5) annual review of the library's public policies and the Library Board's executive limitation policies; (6) end-of-year budget amendments, as needed; (7) establishment of an updated Non-Resident Fee for the coming year; and (8) approval of any outsourced service contracts or purchases potentially exceeding $20,000.

10. **Fail to provide the Library Board with a Communication and Support Monitoring Report once a year.**

**RESPONSE:** This document serves as a “Communications and Support Monitoring Report” for Fiscal Year 2015, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 26, 2015 board meeting agenda packet.
PORTAGE DISTRICT LIBRARY
Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2015

POLICY: The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

1. **Fail to prohibit particular methods and activities to preclude grantee or service provider funds from being used in imprudent, unlawful or unethical ways.**

   **RESPONSE:** All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted in FY 2015 were:

<table>
<thead>
<tr>
<th>Granting Agencies or Partners</th>
<th>Amount</th>
<th>Purpose of Grant or Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Humanities Council Grant</td>
<td>$500</td>
<td>Sponsorship of program: Survival is Insufficient</td>
</tr>
<tr>
<td>The Southwest Michigan Library Cooperative</td>
<td>$1,000</td>
<td>Reimbursement for materials or technology purchase</td>
</tr>
<tr>
<td>Kalamazoo Community Foundation - Grandmother &amp; CIG Endowment</td>
<td>$2,000</td>
<td>Sponsorship of CommuniTeen Read: Harlem Hellfighters by Max Brooks</td>
</tr>
<tr>
<td>Kalamazoo Community Foundation</td>
<td>$1,000</td>
<td>Sponsorship of Nicolette Hahn Niman program: Defending Beef</td>
</tr>
<tr>
<td>Kalamazoo Community Foundation</td>
<td>$3,000</td>
<td>Sponsorship of All Ears Radio Production: The Adventures of Johnny Forrest and his Gal Pal Sue</td>
</tr>
</tbody>
</table>

2. **Fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results.**

   **RESPONSE:** The Library Director, the Marketing and Fund Development Manager, and associated Administrative Team members and library personnel work closely together to look at any potential grant or contract opportunity for the Portage District Library.

3. **Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.**

   **RESPONSE:** The Library Director has not funded any specific methods that fall into this category.
The following marketing activities were conducted at the library during the months of September and the beginning of October 2015:

An October library e-Newsletter was sent out the first week of October to over 15,000 library patrons. Contents included: library programming, the October 24th Star Wars Day event, information on the CommuniTeen Read 2015 author visit, our annual Kindergarten Card drive and school visits, the Friends of the Portage District Library’s October 3rd book sale, construction on the external book drop, and the library’s podcast.

Please note that during the month of October the Portage Public Schools will be utilizing both sides of the ‘Portager’ to inform the public on the upcoming bond vote. The library will be marketing October programs through special handouts to be distributed throughout the library during the month. In the month of November, the library will be utilizing both sides of the ‘Portager’ insert for the library’s 2015-2015 Annual Report and November programming.

October event posters were designed and printed this month to promote library programming and are displayed throughout the library.

Our long-term Marketing Director, Christine Walker, passed away on Friday, October 9, 2015. Chris was responsible for creating a professional image for the Portage District Library and for reaching out to our community to let them know of the library’s services, resources and events. She has left a lasting footprint on our organization and will be missed.
Administrative Activities:

During the months of September 2015 and the first part of October 2015, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Attended the Portage Rotary Club lunch meetings on Wednesdays in September and October.
- Met with Laura Wright, Head of Youth Services, and Rob Foti, Business Manager, to prepare for youth staffing interviews on 9-29-15.
- Conducted numerous interviews throughout September and October with applicants for the Youth Services Librarian and Youth Services Associate positions.
- Met with the Kendall Klingelsmith, Director of Parks, Recreation and Senior Citizen Services and Kim Phillips, Senior Center Manager to discuss potential collaborations between organizations on 9-24-15.
- Conducted the library’s 2015 Staff Development Day on 9-25-15.
- Met with TMP Architecture to discuss the Book Drop Project on 9-29-15.
- Attended Portage’s Farmers Market on 10-4-15.
- Visited with Marketing Director, Chris Walker on 10-4-15.
- Made arrangements with Gary Kushner to be SWOT Analysis Facilitator at the November 2015 Board Retreat.
- Co-ordinated and picked up October marketing via “blowouts” 9-29-15.
- Attended a web training with Rolfe Behrje on Gale Analytics 10-2-15.
- Had a Conference Call with Rose Street Advisors regarding the 2016 healthcare renewal rates 10-2-15.
- Attended the Friends of the Library Board meeting (in place of Jill Austin who was on vacation) 10-12-15.
- Contacted Richard Butler, the library’s lawyer, regarding an Internet violation and notified patron of violation and consequences.
- Met with Rob Foti, Business Manager, and Lawrence Kapture, Head of Adult Services to discuss the upcoming retirement of Adult Services Librarian, Marsha Meyer and filling the vacant position on 10-21-15.
- Met with TMP and Hall Builders to discuss updates regarding the Book Drop Project on 10-22-15.

General Facilities Work:

Facilities work during the last part of September 2015 and the first part of October 2015, included:

A. Maintenance:
- All scheduled preventative maintenance activities occurred as expected for September 2015.
- The library has received quotes for pest management and floor and furnishing steam cleaning and is working toward an acceptable ongoing maintenance schedule.
- Behrje worked with TMP, Hall Builder's, and Safety Systems to coordinate door controls in the book drop model.
- Behrje also worked with Hall Builders and Harroun to ensure fire systems were tested and functional after the water system transition.
- Salvation Army is now operating on a weekly FOTL and PDL discard pick-up schedule during construction to keep the book drop room shelving clear.
- Winterization of outdoor system, sprinkling systems, and waterwall have been completed.
B. IT Services
   ý Working with Secant Technologies and soliciting input from KRESA, the library has selected its preferred hardware for upgrading its wireless infrastructure and core firewall. The library will be proceeding with quotes and should begin installation in December 2015.
   ý The library was working with 3M on 2 projects: Upgrading its self-checkouts and replacing its debit/credit solution to match new regulations regarding chip based card readers (PCI compliance). Due to a recent change, the library will have to re-evaluate its plans on these projects.

C. Technical Services
   ý Abigail Dame, Technical Services Clerk, has been fully trained and is acquainted with our cataloging software and acquisitions procedures.
   ý The library is still discussing the details regarding Midwest Tape cataloging and processing profiles. Test Orders with Midwest Tape are now expected to occur in the middle of November 2015 with final approval following soon after.

Networking/Outreach:
   ý We applied for and were awarded a $500 Great Michigan Read Quick Grant for a May 2016 Program, “Survival is Insufficient,” inspired by Station Eleven, and requested and received free books and materials for Michigan Great Reads Station Eleven by Emily St. John Mandel; materials received, both from the Michigan Humanities council.
   ý We had staff at the Portage Senior Center Accreditation Meeting and staff met with the Black Heritage Society, Kalamazoo Poetry Festival, and Reading Together committees.
   ý Staff met with Stacy Mathews, Catering Director of Water Street Coffee Joint, (9/21) and introduced to regional manager of Anytime Fitness, Shawn. Brainstormed collaboration ideas, shared marketing ideas.
   ý PDL Writers Group had a special local author guest, Janet Heller for their critique night, September 24th. Heller lead a mini-workshop about common errors in Fiction/Nonfiction manuscripts and how to fix them. Janet also offered her feedback and critique to anyone who sent her their work for review in advance. There were 12 in attendance that evening – perfect size for critique and discussion, and the feedback from attendees was very positive; all were very grateful for her feedback and found it very practical and useful.

Personnel Information:
The Library undertook the following human resource initiatives during the month of September:
   ý Began interviews for the full-time Youth Services Librarian position.
   ý Rolled out the new Employee Handbook to Staff at Staff Development Day on September 25, 2015.
   ý Had discussions with representative from Rose Street Advisors regarding health insurance plan to be offered beginning December 1, 2015.

Programming & Events:
The following adult programs and events were conducted at the library in the month of September:
   ý **Life and Art of Manierre Dawson** - (9/15) 6 people attended. Sharon Bluhm, a professor emeritus of English at West Shore Community College, currently lives in the Dawson family home. Her biography of Dawson is a culmination of years of research and includes family photographs, examples of the artist’s work and selections from his diary. Dawson’s work appears in over thirty museums around the country including the Metropolitan Museum of Art, the Smithsonian Institute, and the Art Institute of Chicago. Cosponsored with the Kalamazoo Institute of Arts and Richland Community Library.
   ý **Meet the Chef: Mini Desserts with Meka Phillips** - (9/16) 36 people attended. Join baker Meka Phillips, owner of Dessert First, and learn how to make melt in your mouth cake pops, mini cupcakes and other mini sweet treats.
   ý **Ways of Wine: Taste and Pair** – (9/18) 46 people attended. Sample a variety of top pick wines as selected by local connoisseurs, who will also imbibe us with a panel discussion about the how-to of wine tasting!
Learn how flavors are developed and how you can pair with foods to get the most enjoyment from both food and drink! A selection of nibbles will also be available for you to taste, mix and match. This was part of our after hours series.

Rooted: a Reading & Discussion by Zinta Aistars - (9/23) 52 people attended. Join us to hear Zinta Aistars, author of three books (poetry, story collection, and a children’s book), freelance writer and host of WMUK’s Between the Lines about books and writers with a Michigan connection. Zinta will read from her memoir in progress which explores the meaning and importance of home and the kinds of transformation that can happen when a person is in that place where she finally feels she belongs.

From Mind to Matter : World of Miniatures - (9/26) 110 people attended. Join us to view and learn how to assemble and paint plastic models, tabletop miniatures and scenery for gaming boards, dioramas, and model railroads. Cosponsored with the Kalamazoo Model Railroad Society the Midwest Miniatures Museum, Thom Mills, owner of Mills Gaming Systems, members of the local gaming community and the Kalamazoo Scale Modelers.

Youth Services

We have resumed our full schedule of storytimes for the fall! We are currently running Family (two sections), Two’s & Three’s, and Baby/Toddler Storytimes. These age divisions seem to be a good fit our current group of users, and our families are glad to be back.

Teens are continuing to attend the monthly Game Club, which had to be relocated to a larger room to accommodate attendance, Teen Lego Club, and Teen Advisory Group (TAG). Olivia, our Teen Librarian, also hosted a “Welcome to Night Vale” event based on the popular podcast. This event was designed collaboratively with TAG members – a fun and useful aspect of this group’s activities.

Youth Services collaborated with Adult Services on “From Mind to Matter: World of Miniatures”. The youth aspect of the event was designed to interest older children (and their accompanying adults!) in hobbies such as model trains, models, miniatures, and tabletop gaming. There was also a Mini Art Gallery to showcase the masterpieces of the younger attendees. To build interest in the event, the lower level displays contained examples from the Midwest Miniatures Museum for the month of September.
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: October 21, 2015
SUBJECT: Library Statistical Report - September 2015

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sep-15</td>
<td>Sep-14</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>64,343</td>
<td>63,101</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>17,589</td>
<td>18,898</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,961</td>
<td>7,271</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>22,202</td>
<td>20,670</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,890</td>
<td>4,082</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,855</td>
<td>4,526</td>
</tr>
<tr>
<td>E-Material</td>
<td>5,967</td>
<td>6,121</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,080</td>
<td>911</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>799</td>
<td>622</td>
</tr>
<tr>
<td>Self-Checkout Percentage</td>
<td>58.66%</td>
<td>60.68%</td>
</tr>
</tbody>
</table>

| Total Library Collection | 204,698 | 197,780 | 3.50% |
| Adult - Books           | 98,902  | 96,268  | 2.74% |
| Adult - A/V             | 17,816  | 16,922  | 5.28% |
| Youth - Books           | 70,934  | 68,801  | 3.10% |
| Youth - A/V             | 12,433  | 10,936  | 13.69%|
| Hot Picks               | 4,613   | 4,853   | -4.95%|

<table>
<thead>
<tr>
<th>Net Acquisitions</th>
<th>Sep-15</th>
<th>Sep-14</th>
<th>CHANGE</th>
<th>2015</th>
<th>2014</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased - Books</td>
<td>885</td>
<td>1,053</td>
<td>-15.95%</td>
<td>12,836</td>
<td>14,512</td>
<td>-11.55%</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>368</td>
<td>417</td>
<td>-11.75%</td>
<td>3,448</td>
<td>3,982</td>
<td>-13.41%</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>3</td>
<td>6</td>
<td>-50.00%</td>
<td>23</td>
<td>26</td>
<td>-11.54%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>3</td>
<td>-33.33%</td>
<td>19</td>
<td>25</td>
<td>-24.00%</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,539)</td>
<td>(4,041)</td>
<td>-61.92%</td>
<td>(15,994)</td>
<td>(10,809)</td>
<td>47.97%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total In-House Usage*</th>
<th>Sep-15</th>
<th>Sep-14</th>
<th>CHANGE</th>
<th>2015</th>
<th>2014</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-House Periodical Usage</td>
<td>421</td>
<td>453</td>
<td>-7.06%</td>
<td>664</td>
<td>697</td>
<td>-4.73%</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>601</td>
<td>651</td>
<td>-7.68%</td>
<td>3,192</td>
<td>3,331</td>
<td>-4.17%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th>Sep-15</th>
<th>Sep-14</th>
<th>CHANGE</th>
<th>2015</th>
<th>2014</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>50,530</td>
<td>46,667</td>
<td>8.28%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>33,930</td>
<td>31,403</td>
<td>8.05%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>7,623</td>
<td>7,620</td>
<td>0.04%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>341</td>
<td>314</td>
<td>8.60%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocal</td>
<td>5,410</td>
<td>4,741</td>
<td>14.11%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet User</td>
<td>3,163</td>
<td>2,527</td>
<td>25.17%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>63</td>
<td>62</td>
<td>1.61%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Patrons Added</th>
<th>Sep-15</th>
<th>Sep-14</th>
<th>CHANGE</th>
<th>2015</th>
<th>2014</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>166</td>
<td>154</td>
<td>7.79%</td>
<td>1,416</td>
<td>1,513</td>
<td>-6.41%</td>
</tr>
<tr>
<td>Youth</td>
<td>2</td>
<td>13</td>
<td>-84.62%</td>
<td>165</td>
<td>205</td>
<td>-19.51%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>6</td>
<td>6</td>
<td>100.00%</td>
<td>34</td>
<td>40</td>
<td>-15.00%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>36</td>
<td>48</td>
<td>-25.00%</td>
<td>404</td>
<td>414</td>
<td>-2.42%</td>
</tr>
<tr>
<td>Internet User</td>
<td>63</td>
<td>61</td>
<td>3.28%</td>
<td>559</td>
<td>567</td>
<td>-1.41%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>2</td>
<td>2</td>
<td>100.00%</td>
</tr>
<tr>
<td>Library Building Usage</td>
<td>191</td>
<td>194</td>
<td>-1.55%</td>
<td>1,681</td>
<td>1,723</td>
<td>-2.44%</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----</td>
<td>-----</td>
<td>---------</td>
<td>-------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>103</td>
<td>107</td>
<td>-3.74%</td>
<td>871</td>
<td>896</td>
<td>-2.79%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>88</td>
<td>87</td>
<td>1.15%</td>
<td>810</td>
<td>827</td>
<td>-2.06%</td>
</tr>
<tr>
<td>Total Meeting Room Usage</td>
<td>1,703</td>
<td>1,590</td>
<td>7.11%</td>
<td>22,268</td>
<td>22,795</td>
<td>-2.31%</td>
</tr>
<tr>
<td>Adult</td>
<td>421</td>
<td>541</td>
<td>-22.18%</td>
<td>2,621</td>
<td>2,237</td>
<td>17.17%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,007</td>
<td>906</td>
<td>11.15%</td>
<td>17,174</td>
<td>18,710</td>
<td>-8.21%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>275</td>
<td>143</td>
<td>100.00%</td>
<td>2,473</td>
<td>1,848</td>
<td>33.82%</td>
</tr>
<tr>
<td>Total Program Audience</td>
<td>45</td>
<td>54</td>
<td>-16.67%</td>
<td>380</td>
<td>364</td>
<td>4.40%</td>
</tr>
<tr>
<td>Adult</td>
<td>17</td>
<td>20</td>
<td>-15.00%</td>
<td>126</td>
<td>101</td>
<td>24.75%</td>
</tr>
<tr>
<td>Youth</td>
<td>26</td>
<td>32</td>
<td>-18.75%</td>
<td>227</td>
<td>240</td>
<td>-5.42%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>2</td>
<td>2</td>
<td>100.00%</td>
<td>27</td>
<td>23</td>
<td>17.39%</td>
</tr>
<tr>
<td>Total Number of Programs</td>
<td>393</td>
<td>386</td>
<td>1.81%</td>
<td>4,862</td>
<td>4,951</td>
<td>-1.80%</td>
</tr>
<tr>
<td>Adult</td>
<td>94</td>
<td>120</td>
<td>-21.67%</td>
<td>984</td>
<td>1,075</td>
<td>-8.47%</td>
</tr>
<tr>
<td>Youth</td>
<td>49</td>
<td>42</td>
<td>16.67%</td>
<td>1,612</td>
<td>1,620</td>
<td>-0.49%</td>
</tr>
<tr>
<td>Technical</td>
<td>74</td>
<td>97</td>
<td>-23.71%</td>
<td>797</td>
<td>841</td>
<td>-5.23%</td>
</tr>
<tr>
<td>Circulation</td>
<td>123</td>
<td>100</td>
<td>23.00%</td>
<td>1,088</td>
<td>996</td>
<td>9.24%</td>
</tr>
<tr>
<td>Administration</td>
<td>25</td>
<td>25</td>
<td>100.00%</td>
<td>281</td>
<td>273</td>
<td>2.93%</td>
</tr>
<tr>
<td>Community Service</td>
<td>28</td>
<td>2</td>
<td>100.00%</td>
<td>100</td>
<td>146</td>
<td>-31.51%</td>
</tr>
<tr>
<td>Total Front Door Traffic</td>
<td>53,787</td>
<td>54,998</td>
<td>-2.20%</td>
<td>555,569</td>
<td>566,632</td>
<td>-1.95%</td>
</tr>
<tr>
<td>Total Youth Services Traffic</td>
<td>37,998</td>
<td>38,545</td>
<td>-1.42%</td>
<td>397,825</td>
<td>402,998</td>
<td>-1.28%</td>
</tr>
<tr>
<td>Total Business Center Traffic</td>
<td>2,903</td>
<td>2,907</td>
<td>-0.14%</td>
<td>27,750</td>
<td>28,257</td>
<td>-1.79%</td>
</tr>
<tr>
<td>Information Access/Reference/Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Reference Transactions</td>
<td>8,559</td>
<td>7,235</td>
<td>18.30%</td>
<td>75,329</td>
<td>73,137</td>
<td>3.00%</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>470</td>
<td>509</td>
<td>-7.66%</td>
<td>4,063</td>
<td>3,614</td>
<td>12.42%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,823</td>
<td>2,443</td>
<td>15.55%</td>
<td>23,488</td>
<td>22,880</td>
<td>2.66%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>171</td>
<td>183</td>
<td>-6.56%</td>
<td>1,341</td>
<td>2,063</td>
<td>-35.00%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>80</td>
<td>129</td>
<td>-37.98%</td>
<td>1,108</td>
<td>1,458</td>
<td>-24.01%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,440</td>
<td>1,843</td>
<td>32.39%</td>
<td>23,393</td>
<td>22,395</td>
<td>4.46%</td>
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<tr>
<td>Youth Reference</td>
<td>610</td>
<td>219</td>
<td>178.54%</td>
<td>4,586</td>
<td>4,311</td>
<td>6.38%</td>
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<tr>
<td>HR Phone</td>
<td>9</td>
<td>12</td>
<td>-25.00%</td>
<td>94</td>
<td>307</td>
<td>-69.38%</td>
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<tr>
<td>HR Ready Reference</td>
<td>401</td>
<td>29</td>
<td>1282.76%</td>
<td>3,276</td>
<td>3,727</td>
<td>-12.10%</td>
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<tr>
<td>HR Reference</td>
<td>15</td>
<td>485</td>
<td>-96.91%</td>
<td>193</td>
<td>842</td>
<td>-77.08%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>634</td>
<td>692</td>
<td>-8.38%</td>
<td>6,212</td>
<td>3,971</td>
<td>56.43%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>623</td>
<td>529</td>
<td>17.77%</td>
<td>4,986</td>
<td>5,442</td>
<td>-8.38%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>283</td>
<td>162</td>
<td>74.69%</td>
<td>2,589</td>
<td>2,127</td>
<td>21.72%</td>
</tr>
<tr>
<td>Total Edutainment LAN Use</td>
<td>467</td>
<td>392</td>
<td>19.13%</td>
<td>4,274</td>
<td>4,059</td>
<td>5.30%</td>
</tr>
<tr>
<td>Total Internet Computer Use</td>
<td>3,446</td>
<td>5,967</td>
<td>-42.25%</td>
<td>30,812</td>
<td>52,605</td>
<td>-41.43%</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>526</td>
<td>1,546</td>
<td>-65.98%</td>
<td>4,186</td>
<td>14,366</td>
<td>-70.86%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,853</td>
<td>4,299</td>
<td>-33.64%</td>
<td>25,856</td>
<td>36,615</td>
<td>-29.38%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>67</td>
<td>122</td>
<td>-45.08%</td>
<td>770</td>
<td>1,624</td>
<td>-52.59%</td>
</tr>
<tr>
<td>Total Electronic Transactions</td>
<td>47,647</td>
<td>50,544</td>
<td>-5.73%</td>
<td>441,355</td>
<td>467,064</td>
<td>-5.50%</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>35,625</td>
<td>38,200</td>
<td>-6.74%</td>
<td>328,056</td>
<td>350,977</td>
<td>-6.53%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>8,308</td>
<td>8,642</td>
<td>-3.86%</td>
<td>77,332</td>
<td>79,129</td>
<td>-2.27%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,714</td>
<td>3,702</td>
<td>0.32%</td>
<td>35,967</td>
<td>36,958</td>
<td>-2.68%</td>
</tr>
</tbody>
</table>

* In-house Use Statistics will be done for one week each quarter.

Christy Klien, Library Director
Road Funding Proposals Should Surface Soon
Libraries remain alert for any sign that road funding proposals would seek to fund road repair with library penal fines. Penal fines are guaranteed by the Michigan Constitution to fund libraries. As solutions for roads are recommended, it’s important that our libraries do not suffer potential closings or service reductions as a result of reduced support.

Dedicated Library Millages Should Fund Libraries
A large number of libraries in Michigan have a portion of their dedicated library millage commandeered by one or more Tax Increment Financing Authorities (TIFA). According to a recent MLA survey, more than $3,026,236 is captured each year from just 49 libraries across the state. In one case 54% of the library’s dedicated millage is being captured by a TIFA and Downtown Development Authority (DDA). Soon you will be asked to contact your legislators and request their support of legislation that would ensure dedicated library millages go to the library, unless the library board decides differently.

Big Box Stores Are Getting a Big Break from the Tax Tribunal
The Michigan Tax Tribunal continues its practice of reducing tax obligations allowing thriving big box stores to be taxed at the same rate as closed-down, abandoned stores. In some cases, libraries have been forced to pay back thousands of dollars in tax revenue. We expect to see some relief in Sen. Tom Casperson’s (R-Escanaba) four-bill package.

Write an Elevator Speech
Have you ever struggled with what to say when given the opportunity to advocate for your library? Follow ALA’s guide to writing an elevator speech. Their infographic makes it easy to have several speeches ready depending on your audience. What's an elevator speech?

Elevator speeches are brief opportunities—maybe one minute or less—to pique the interest of anyone whose ear you’d like to bend about libraries.

When you’ve got great elevator speeches in your toolkit, you’re ready to snap up an advocacy opportunity wherever it presents itself—the library, the coffee shop, the park, the alderman’s office, or quite naturally, the elevator.

The goal of your elevator speeches shouldn’t be to tell listeners everything you want them to know about libraries. Instead, your speeches should answer the questions, “What do you do, and why is it important?”

Ultimately, you want your listeners to say, “Tell me more!” or ask, “How do you do that?”

By using value-based language (VBL), you can create action-oriented elevator speeches that shift the emphasis away from the programs or services you provide and onto the youth and families you impact. What better way to express how what you do makes an everyday difference and changes lives?
How do I write an elevator speech?
Here’s a VBL template for writing awesome elevator speeches:

I help [insert target audience] [insert verb phrase] at the library so that [insert proven/expected positive outcome for target audience].

Example 1 (Storytime): I help parents and caregivers promote kindergarten readiness at the library so their young children can start school ready to learn.

Example 2 (Summer Reading): I help youth and families read, discover, and create at the library so they can become critical thinkers and lifelong learners.

Example 3 (Volunteer Program): I help kids increase their civic engagement at the library so they can become global citizens who vote on the issues that matter to them.

Check out the awesome elevator speech infographic (http://www.ala.org/everyday-advocacy/sites/ala.org.everyday-advocacy/files/content/elevator-speech-infographic.pdf) created by the ALSC Public Awareness Committee for more details and great visuals!

(Elevator Speech content © 1996–2015 American Library Association)
On to the next chapter

Diane Delach & Marsha Meyer

11-13-15

Kindly

BOOKMARK

THE DATE

for the retirement celebration of

DIANE AND MARSHA

November 13, from 6:30–8:30 PM
at the Portage District Library
300 Library Lane, Portage, MI
To: Portage District Library Board  
From: Alisha Siebers, Library Board Chair  
Date: October 20, 2015  
Subject: Update on the Library Director’s 2015 Evaluation Process  

BACKGROUND:  
Following a discussion at the September 28, 2015 board meeting, an email communication with attachments was sent out to trustees indicating that the evaluation process for the Library Director would be done in October by having each trustee complete the evaluation form based on their own assessment of the Library Director’s accomplishments and performance in relation to the 2015 Ends Statements. The completed forms will need to be returned to Business Manager Rob Foti, and when all forms are received, he will pass them on to the Library Board Personnel Committee (composed of Brown, Siebers & Yantis). The individual evaluations will then be compiled into a composite document that will be shared in a meeting with the Library Director.  

The Library Director’s performance evaluation entails the following assessments:  
1. Has there been progress on achieving Board endorsed Ends Statements in 2014?  
2. Has there been progress on accomplishing Board endorsed personal goals in 2014?  
3. Has the Library Director been in compliance with the Board’s Executive Limitation in 2014?  
4. Consider that the success of the library is the evaluation of the Library Director.  

UPDATE:  
ý Library Board members are reminded to complete the evaluation form that was provided to them and to return it to Business Manager Rob Foti (either electronic or paper) by 10-30-15.  
ý The Library Board Personnel Committee will meet in November to compile results and formulate a recommendation for the Library Director’s compensation in 2016.  
ý The Library Board Chair will subsequently meet with the Library Director to go over her 2015 performance evaluation and convey the Personnel Committee’s recommendation to her.  
ý The Library Board as a whole will hear the Personnel Committee’s recommendation at the December 15, 2015 board meeting and trustees will vote on the Library Director’s compensation for 2016.
Portage District Library Board Member Martha Pacheco is the Board Liaison to the Friends of the Library, and as such, attends Friends’ board meetings and shares information about Friends’ activities.

Trustee Pacheco indicated that she would like to have an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on October 3, 2015 and a board meeting on October 12, 2015, there will be an item on the agenda for the October 26, 2015 Library Board meeting so that Trustee Pacheco can give a report.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 20, 2015
Subject: 2015 Library Board Retreat

BACKGROUND:

At the September 28, 2015 board meeting, a discussion was held about scheduling a Board retreat on either November 9 from 6:00-9:00 PM or November 11 from 3:00-6:00 PM. The retreat will include a SWOT analysis session to identify the library’s strengths, weaknesses, opportunities and threats, which would be used during strategic planning. The Board will also be given demographic analytics of library patrons to consider as the library starts to plan for the 2016 Strategic Plan process.

UPDATE:

The library has arranged for Gary Kushner of Kushner & Company to assist with our SWOT session on Monday, November 9, 2015 from 6:00-9:00 PM. Alisha Siebers, Board Chair, and Christy Klien, Library Director, will be meeting with Mr. Kushner on Thursday, October 22, 2015 to discuss the upcoming retreat. More information will be provided at the Monday, October 26, 2015 Portage District Library board meeting.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 20, 2015
Subject: Information to Prepare for Strategic Planning in 2016

BACKGROUND:
At the August 24, 2015 and September 28, 2015 board meetings, discussions were held about what information would need to be gathered in order to prepare for Strategic Planning in 2016 and determine how it should be conducted.

The following comments and decisions were made:

- The Library Board retreat will be held on either November 9 or November 11, 2015 and will include a SWOT analysis session to identify the library’s strengths, weaknesses, opportunities and threats, which would be used during strategic planning.
- There will be demographic analytics of library patrons generated by Gale Cengage Learning that will be made available for consideration at the Board Retreat.
- A suggestion was made that input be obtained from the City of Portage and the Portage Public Schools.
- A request was made for a compilation of annual statistics over multiple years.
- Another request was made that the statistics be provided graphically as well.

UPDATE:
Since the last board meeting, Gary Kushner from Kushner & Company has been scheduled to be the facilitator at the board retreat. The board retreat has been officially scheduled for Monday, November 9, 2015 from 6:00-9:00 PM and will be held at the Portage District Library.

Also, library staff have received training on the Gale Analytics on Demand software and have been working on collecting demographic data for our community. A brief presentation on demographic analytics of library patrons will be given at the October 26, 2015 board meeting.
# GOAL #1: To direct a Library Users Assessment Project that will focus on identifying current library users, how they are using the library and what might be done to target specific library users and improve services to them

A. **Identification of Current PDL Patrons**: I will work closely with library staff to analyze circulation data, web reports, usage statistics and other indicators to determine who is using the library, where they are coming from, how they are using the library, what they are interested in and frequency of library use.

B. **Adaptation of Library Services to Current PDL Patrons**: I will guide staff efforts to review patron data and usage information to determine what adjustments may be needed to the library’s collections, programs, website, physical space, marketing and outreach modes and communication methods.

C. **Consideration of Any Necessary Budget Adjustments**: I will lead deliberations with library administrators to make decisions about any changes needed in budget allocations for collections, marketing, outreach and programming that correspond to targeted library users.

### GOAL #2: To lead a library-wide initiative for greater connection to and involvement in the Portage community.

A. **Library Director’s Direct Involvement in the Portage Community**:
   1. **Portage Public Schools**
      - Serving as member on the PPS Curriculum Instruction Council
      - Serving as a member on the District Advisory Council
   2. **Portage Rotary Club**
      - Serving as Secretary of the Portage Rotary Club
      - Serving as a member of the Portage Rotary Club
   3. **Portage Community Center**
      - Serving as a PCC board member

<table>
<thead>
<tr>
<th>Goals Description</th>
<th>Measurement Criteria</th>
<th>ACCOMPLISHMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOAL #1</strong>: To direct a Library Users Assessment Project that will focus on identifying current library users, how they are using the library and what might be done to target specific library users and improve services to them</td>
<td>- Circulation data is gathered and analyzed to develop user profiles and to find out where users are coming from and what materials are being used most&lt;br&gt;- Web hits and usage statistics are reviewed to see where users are coming from and which pages are being viewed&lt;br&gt;- Program attendees are counted and asked to complete evaluations to gather information from them&lt;br&gt;- Surveys are conducted to find out how and why patrons are using the library and what is most important to them&lt;br&gt;- Monitoring is done of public spaces throughout the library at regular intervals to determine where library users go in the facility and how they are using the library’s spaces&lt;br&gt;- Discussions are held about findings from the Library Users Assessment Project and decisions made about adjustments that may be needed to collections, programs, web functions, marketing, physical space and communication methods&lt;br&gt;- Adjustments are made to the library’s FY 2016 Budget according to decisions made following the Library Users Assessment Project.&lt;br&gt;- A final report is given the Library Board with details about the outcome of the Library Users Assessment Project.</td>
<td>- Circulation data was gathered and reviewed to identify usage trends across the library’s collections over time&lt;br&gt;- The library’s website usage was analyzed using Google analytics to identify where visitors were going on the PDL website and to see what features were getting hits&lt;br&gt;- Gale Cengage Learning was engaged to conduct demographic analytics utilizing demographic data from the library’s patron database, with names eliminated for privacy.&lt;br&gt;- Information gleaned from the demographic analytics will be helpful when entering strategic planning mode in 2016.&lt;br&gt;- The FY 2016 Budget includes provision for adjustments to collections and services based on outcome of library users assessment project.</td>
</tr>
<tr>
<td><strong>GOAL #2</strong>: To lead a library-wide initiative for greater connection to and involvement in the Portage community.</td>
<td>- Participation as a member of the PPS Curriculum Instruction Council is continued throughout the 2015-16 school year.&lt;br&gt;- Participation as a member of the PPS District Advisory Council is continued throughout the 2015-16 school year.&lt;br&gt;- Active participation as a member of the Portage Rotary Club&lt;br&gt;- Serving as Portage Rotary Club Secretary in 2015&lt;br&gt;- Serving as a Portage Community Center Board member</td>
<td>- Participated as a member in the PPS Curriculum Instruction Council throughout the 2015-16 school year.&lt;br&gt;- Participated as a member in the PPS District Advisory Council throughout the 2015-16 school year.&lt;br&gt;- Participated as a member of the Portage Rotary Club in 2015 and took part in club activities &amp; meetings.&lt;br&gt;- Assumed the role of Secretary of the Portage Rotary Club in fall of 2015 for a one-year term.&lt;br&gt;- Served as a Portage Community Center Board Member and took part in regular meetings and strategic planning activities.&lt;br&gt;- Took part in special fundraising events for PCC during 2015.</td>
</tr>
</tbody>
</table>

All community involvement in 2015 was fulfilled:
B. **Library Director’s Encouragement of Staff Community Involvement**
   - Library Director & staff will continue collaborations with All Ears Theater
   - Library Director & staff will continue collaborations with PCC
   - Library Director & staff will continue collaborations with The Arcadia Institute
   - Library Director & staff will continue collaborations with Kal Poetry Festival
   - Library Director & staff will continue collaborations with PCC Adopt a Family
   - Library Director & staff will continue collaborations with All Ears Theater
   - Library Director & staff will collaborate on grant with Portage Senior Center

<table>
<thead>
<tr>
<th>Goal</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOAL #3: To oversee the completion of the library’s Book Drop Project</strong></td>
<td>All steps to complete the library’s Book Drop Project are appropriately followed and the project is finished within a reasonable timeframe according to the predetermined contract with the architectural firm chosen for the project.</td>
</tr>
</tbody>
</table>

- All necessary inspections and project checklists are conducted and the project work is deemed satisfactory and complete.
- The public is well-informed and the transition from alternate modes of materials return to the new external Book Drop configuration is successfully achieved.
- Extensive public announcements are made about the progress and ultimate completion of the library’s Book Drop Project via The Portager, the PDL website, the library’s e-newsletter, digital signage, social media and internal posters.
- The Library Board is kept up-to-date on all stages of the Book Drop Project and a final report is given upon completion of the project.

- All community involvement identified as initiatives in 2015 are fulfilled.
  - Memorial Day Parade
  - Veterans Day Event
  - Joint Marketing with City of Portage & Portage Public Schools (Trifecta)
  - Collaboration with The Arcadia Institute
  - Participation in the Kalamazoo Poetry Festival
  - Collaboration with PCC – Adopt-a-Family Program
  - Collaboration with All Ears Theater (Kalamazoo Arts Council)
  - Collaboration with Portage Senior Center on a computer grant

- Memorial Day Parade
- Veterans Day Event
- Joint Marketing with City of Portage & Portage Public Schools (The Portager)
- Collaboration with The Arcadia Institute
- Participation in the Kalamazoo Poetry Festival
- Collaboration with PCC – Personal Care Items Drive, Adopt-a-Family Program & Food for Fines Drive
- Collaboration with American Red Cross on Blood Drive
- Collaboration with All Ears Theater (Kalamazoo Arts Council)
- Collaboration with the Portage Senior Center on a computer grant
- Collaboration with Hiemstra Optical for “Stuff the Bus” school supply drive
- Collaboration with Salvation Army on Angel Tree to encourage holiday donations for children in need

- Target completion date for project is November 2015
### GOAL #4: To oversee a Public Space Study at the Library

<table>
<thead>
<tr>
<th><strong>A.</strong></th>
<th><strong>Outline of the GOAL #4</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I will guide the efforts of Staff Committees in their work to complete the enhancements to the library’s Front Lobby &amp; Atrium that were originally undertaken in 2014.</td>
<td>All steps to oversee a Public Space Study at the library are followed and the results are reviewed to determine what modifications may be needed.</td>
</tr>
<tr>
<td>I will work with the Head of Adult Services and department staff to conduct a usage study of adult public spaces to assess how patrons are utilizing those spaces and to determine if any modifications may be needed.</td>
<td>The Front Lobby &amp; Atrium enhancements are completed.</td>
</tr>
<tr>
<td>I will work with the Head of Youth Services and department staff to conduct a usage study of youth public spaces to assess how patrons are utilizing those spaces to determine if any modifications may be needed.</td>
<td>Final assessments are made with the information collected about the Adult &amp; Youth Services public spaces and recommendations are considered by the Administrative Team for any short-term and long-term modifications.</td>
</tr>
<tr>
<td><strong>B.</strong></td>
<td></td>
</tr>
<tr>
<td>Employee Handbook:</td>
<td>Information gathered about the usage of the library’s Community Meeting Rooms is analyzed and decisions are made about any modifications needed to these public meeting rooms, the policy and fee schedule.</td>
</tr>
<tr>
<td>Disaster Plan:</td>
<td>Provisions are included in the proposed FY 2016 Budget for any projected expenditures required as a result of modifications identified in the Public Space Study.</td>
</tr>
</tbody>
</table>

### GOAL #5: To oversee Human Resource initiatives in 2015

<table>
<thead>
<tr>
<th><strong>A. Disaster Plan:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I will work closely with the Administration Team members and other key personnel in identifying necessary information to be included in the Library’s Disaster Plan.</td>
</tr>
<tr>
<td>I will oversee the collection of information and data to be included in the Disaster Plan.</td>
</tr>
<tr>
<td>I will oversee the creation of the Disaster Plan and ensure remote storage and access of the plan in the event of a disaster.</td>
</tr>
<tr>
<td><strong>B. Employee Handbook:</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>I will work closely with the Business Manager to review the current Employee Handbook to address holes or ambiguous language.</td>
</tr>
<tr>
<td>I will oversee the hiring of an outside Human Resources firm to audit our current Employee Handbook.</td>
</tr>
<tr>
<td>I will oversee the changes and additions to the Employee Handbook with consultation with the Library’s labor attorney.</td>
</tr>
<tr>
<td>I will oversee staff notification and review of the updated Employee Handbook.</td>
</tr>
</tbody>
</table>
C. Changeover to SMART Goal Setting Process & New Staff Evaluation Tool

- I will work closely with the Business Manager and Administrative Team to implement the new staff evaluation tool and guide staff in how to set SMART goals according to the training provided by HRM Innovations.
- I will monitor library staff efforts, along with the Business Manager, to conform to the new goal setting and evaluation methods.
- I will follow-up with HRM Innovations to assess how the changeover to the new SMART goal setting process went and will keep the Library Board informed on our progress.

- New SMART goal setting process is initiated in 2015.
- New staff evaluation tool is used in 2015.
- Staff are monitored to ensure compliance with new procedures.
- The Library Board is kept informed about the changeover.

D. Plan for Personnel Changes that will Require Special On-the-Job Training

- I will work with the current Assistant to the Director to prepare for a transition in her position (retirement effective Oct 1, 2015) and will work ahead on defining job duties, responsibilities & procedures.
- I will join the Business Manager in undertaking the process to fill the vacancy in the Assistant to the Director position.
- I will participate in orienting and training a new Assistant.
- I will make alternate arrangements for the Library Board Secretary duties until a new Assistant is oriented and trained.
- I will ensure continuity of service in the Library Office during the transition period.

- The Assistant to the Director’s job duties & responsibilities are outlined and used to seek a successor for the position.
- Procedures are written and preparations made for a transition in the position well in advance of the retirement date of October 1, 2015.
- Candidates will be screened, interviewed and a selection made in summer 2015.
- Overlap training will be done to ensure a continuity of service from the current Assistant to the Director, Business Manager & Assistant to Director.
- A Board Procedures manual and Executive Assistant guide notebook were developed to assist with transition.
- Discussions were held at management meetings about how the SMART goal setting process and staff evaluation tool.
- Information was shared with library staff about the new SMART goal setting process and how it would change the way that staff goal setting and performance evaluation would be done at the library.
- Supervisors began rolling out the new SMART goal setting process with their staff and explained how it would impact the departmental goals too.
- The SMART goal setting process & evaluation method will continue to be implemented in 2016.

E. Initiate a new Personal Development Line in the Library’s FY 2015 Budget

- I will work closely with the Business Manager to initiate a new Personal Development Pilot Project on a one-year trial basis at the library that would include a Personal Development Line in the budget that would cover a portion of costs for employees to take a class of their choice for personal growth that would make them feel happy and have a positive impact on them at work. The pilot project will be funded in the amount of $10,000 and that amount will be taken from the library’s Reserve Fund.
- I will develop guidelines with the Business Manager and Administrative Team to define how the Personal Development benefit will be administered by the library.
- I will review the plans for a new Personal Development benefit with HRM Innovations to ensure fair and equitable treatment of library staff.

- A Personal Development Pilot Project is initiated at the library to begin a benefit for library staff that covers the cost of a class of their choice that will allow for their personal growth and make them feel happy and have a positive impact on them at work.
- A new Personal Development line is set up in the library’s FY 2015 Budget.
- Guidelines are developed, reviewed with HRM Innovations and set into motion for administering the Personal Development benefit.
- The Library Board’s approval of the Personal Development one-year trial benefit project is obtained.
- The Personal Development Pilot Project is fully implemented in 2015.
- An evaluation of the Personal Development Pilot Project is conducted at the end of 2015 and results are shared with the Library Board.

- Library managers were given training in the new SMART goal setting process and staff evaluation tool.
- Discussions were held at management meetings about how the new evaluation process would be conducted and what new features it would include.
- Information was shared with library staff about the new SMART goal setting process and how it would change the way that staff goal setting and performance evaluation would be done at the library.
- The Personal Development Pilot Project is fully implemented in 2015.
- The Library Board’s approval of the Personal Development one-year trial benefit project is obtained.
- An evaluation of the Personal Development Pilot Project is conducted at the end of 2015 and results are shared with the Library Board.
- A new Wellbeing Personal Development pilot project was initiated in 2015 and was very well received by library staff. Employees took part in a variety of personal enrichment activities that were reimbursed at the agreed-upon rate providing proper documentation was submitted.
- It is recommended that this Wellbeing benefit be continued in 2016, and budgetary provision has been made.

- A Board Procedures manual and Executive Assistant guide notebook were developed to assist with transition.
- The transition will be completed on October 1, 2015 with the retirement of the Assistant to the Director.
- A new Wellbeing Personal Development pilot project was initiated in 2015 and was very well received by library staff. Employees took part in a variety of personal enrichment activities that were reimbursed at the agreed-upon rate providing proper documentation was submitted.
- It is recommended that this Wellbeing benefit be continued in 2016, and budgetary provision has been made.
<table>
<thead>
<tr>
<th>GOAL #7:</th>
<th>To take the initiative and work closely with the Library Board and Administration in preparing for another Strategic Planning Process in 2016.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>I will lead a review of the library’s current Strategic Plan (2012-2015) with the Library Administrative Team to assess progress in various categories of the plan and develop a status report to guide future activities.</td>
</tr>
<tr>
<td>✔️</td>
<td>I will present a status report to the Library Board that depicts progress in various categories of the plan and develop a status report to guide future activities.</td>
</tr>
</tbody>
</table>

| GOAL #6: To administer all fundraising activities and donor relations for the Library in 2015. |
|---------|------------------------------------------------------------------------------------------------|
| ✔️ | I will oversee the library’s Annual Campaign and Spring Appeal for 2015 and the end-of-year Annual Report that conveys the library’s achievements and goals attained throughout the year. |
| ✔️ | I will develop and participate in a Donor Lunch in 2015, to thank donors, share information and get donor feedback. |
| ✔️ | I will work closely with the Library’s Fund Development Manager and administrative staff to encourage donations to the Library’s “Grandmother & CIG Endowment Fund” using various methods. |
| ✔️ | I will work closely with the Library’s Fund Development Manager to get assistance from the Kalamazoo Community Foundation in exploring opportunities for grants and funding collaborations with other organizations. |
| ✔️ | I will investigate the possibility of developing a library-wide endowment with seed money from a major unrestricted gift to the library. |
| ✔️ | I will encourage support of the library through online donations. |
| ✔️ | I will continue to nurture donor relations via letters and other means. |

| ✔️ | The library’s current Strategic Plan is reviewed and a status report of progress in various categories is prepared. |
| ✔️ | The status report is conveyed to the Library Board for their review. |
| ✔️ | A step-by-step outline is developed of what will need to occur to prepare for the next Strategic Planning process in 2016. |
| ✔️ | Any arrangements that are required for the next Strategic Planning process (such as hiring a facilitator) are initiated. |
| ✔️ | Budgetary provisions for the library’s Strategic Planning Process are made in the FY 2016 Budget when developed in May/June of 2015. |

| ✔️ | A decision is made whether or not to continue the Personal Development benefit in future library budgets. |
| ✔️ | The Library’s Annual Campaign, Spring Appeal and Annual Report are completed in 2015. |
| ✔️ | A Donor Lunch is successfully conducted in 2015. |
| ✔️ | The Library’s “Grandmother & CIG Endowment Fund” is well promoted. |
| ✔️ | Contacts are made with the Kalamazoo Community Foundation and grant opportunities are explored. |
| ✔️ | Initial investigation is undertaken to consider development of a library-wide endowment started with seed money from a major unrestricted gift to the library. |
| ✔️ | Online giving is promoted through articles & publications. |
| ✔️ | Donor relations are handled appropriately via acknowledgement letters and other communications. |

| ✔️ | The library’s Spring Appeal was successfully conducted in April/May 2015. |
| ✔️ | A Donor Thank You Lunch was conducted in Spring and helpful information was obtained from donors who came. |
| ✔️ | The library’s Annual Report will be inserted in the City of Portage’s publication the Portager in November 2015. |
| ✔️ | The library’s Annual Campaign for 2015 is planned for mid to end of October 2015. |
| ✔️ | The library’s “Grandmother & CIG Endowment Fund” was promoted via the library’s website and on flyers prepared for the “All Ears Theater” program that it sponsored. |
| ✔️ | Meetings were held with the staff at Kalamazoo Community Foundation to discuss utilizing a sizable gift to initiate a library-wide PDL Endowment. |
| ✔️ | Presentations were made to the Library Board about the nature of a library-wide endowment and what would be required to establish it. Approval was given to proceed. |
| ✔️ | A start-up amount of $50,000 was transferred to the Kal. Community Fdn to establish the Portage District Library Endowment Fund. |
| ✔️ | Donations have been acknowledged in a timely manner and trustees have begun to write personal TY notes to donors. |

| ✔️ | The library’s current Strategic Plan was reviewed to assess progress on initiatives. |
| ✔️ | The prospect of doing a next round of Strategic Planning in 2016 was proposed to trustees early in 2015. |
| ✔️ | A decision was made that the 2015 Library Board Retreat would be used to prepare for next year’s strategic planning. |
| ✔️ | Prospective facilitators were contacted about possibly leading a SWOT analysis with trustees in November. |
| ✔️ | A list of potential Strategic Planning facilitators was identified and agreed upon. |
where the library is with its current Strategic Plan (2012-2015) so that trustees will be reminded of prior decisions made and what may be needed in the next plan.

I will work with the Library Board and Administrative Team to outline step-by-step actions that will need to occur to prepare for the next Strategic Planning process in 2016.

I will follow up on decisions made pertaining to preparation for the next Strategic Planning process in 2016, including arranging for a Strategic Planning facilitator and any budgetary provisions in the FY 2016 Budget when it is developed in May/June 2015.

I will follow the Library Board’s instructions for how we will proceed to initiate a Strategic Planning process, beginning in January 2016.

GOAL #8: To be involved in a leadership role in professional organizations, representing the Portage District Library, and to engage in professional development activities in 2015.

Participation in Professional Organizations:
I will continue my professional leadership involvement as follows:

1. Michigan Library Association
   - I will continue my MLA membership in 2015.
2. Public Library Directors Group
   - I will attend meetings with public library directors when possible.
3. American Library Association
   - I will continue my ALA membership in 2015.

Professional Development Activities:
I will engage in the following professional development activities:

1. I will attend the 2015 Michigan Library Association Conference in Novi, MI on October 28-30, 2015.
2. I will attend a leadership seminar/workshop in 2015.
3. I will participate in the 2015 Executive Summit in East Lansing, MI on May 15, 2015.
4. I will participate in the American Library Association Annual Conference to be held in San Francisco, CA in June 2015.
Library Director’s Interpretation:
The library is definitely a true cultural center for the Portage community. We have established our identity as the “community center” in various ways such as: providing gallery space to showcase local talent; bringing in musicians and performers; hosting arts & crafts and science demos; and conducting literary events and programs with visiting authors and poets. It is evident from the positive public response to these initiatives that our efforts to help people in our community explore local arts and culture are very much appreciated. For this reason, we will continue to support and promote our local arts in 2015 through special collections, interactive exhibits, and collaborations with area artists and cultural groups. A new and exciting initiative will be undertaken to provide an avenue for local ideas to be seen and heard with the development of a new special collection showcasing local authors. Another new venture will be exploring the realm of 3-D art through interactive demos and events. We will also be collaborating with community partners on a major author visit this year and will bring back a very popular joint program with All Ears Theater that has special appeal to the youth in our community. Everything we undertake in 2015 in the arts and culture arena will have the goal of enriching the lives of our residents as well as strengthening our community.

Library Director’s Opinion on Progress Achieved to Date on End Statement #4
The Portage District Library has a long history of embracing local arts and culture and providing our community with opportunities to experience and encounter art when they visit the library. From hosting authors for speaking events to developing a special collection of books by local authors, we have found various ways to get our patrons excited about books. We have had an extremely well received art exhibit in both the Adult and Youth areas of the library, which stood out because of its unique theme: miniatures.

Documentation of Progress on End Statement #4

1. **Host Nicolette Hahn Niman, author of “The Righteous Pork Chop” & “Defending Beef” for a public speaking event.**

   A. **Solicit community partners, including the Kalamazoo Community Foundation, Food Dance, Fair Food Matters, and the Food Coop to fund this author visit and event.**

   *This program took place, funded by a Fetzer grant from the John E. Fetzer fund of the Kalamazoo Community Foundation, Portage District Library programming funds, several departments of Kalamazoo College, Fair Food Matters, the Food Coop, Barrett’s Smokehouse, and an anonymous donor. Portage District Library gained recognition in the community as this was widely publicized, including an interview on WMUK.*
B. Plan an associated food program, to possibly be held offsite at a facility that could accommodate food preparation.

Instead of an associated food program, there was:
I. A complementary lecture at Kalamazoo College
II. A workshop in a capstone writing class at Kalamazoo College
III. A site visit, tour, and discussion of sustainable meat and food marketing a People’s Food Co-op of Kalamazoo

C. Strive to have at least (50) attendees at this special food program.

Programs were well attended- 55 attended the lecture at Kalamazoo College, 12 students and their teacher attended the workshop, 10 people participated in the event at People’s Food Co-op of Kalamazoo , and 70-75 attended the PDL book talk.

2. Develop a small Special Collection of Books by Local Authors to provide greater exposure and support for published writers in our community

A. Determine an appropriate location in the library for a new Local Authors collection.

In March, the fiction collection was shifted to make room for the local author collection at the start of the Adult Fiction collection.

B. Acquire new titles for the Local Authors collection.

In April, we started advertising in the library to find local authors, and began reviewing submissions.

C. Catalog and prepare local author books for circulation.

In September, we started cataloging appropriate titles, and now have a selection of local author titles catalogued, labeled, and out on the shelf ready for circulation.

D. Locate and gather existing books by local authors already in the library’s regular collection and relocate to the Local Authors collection.

We will continue to grow this collection; pulling existing local authors from current fiction/nonfiction collection to relabel and recatalog, and making inquiries with known local authors for new title donations.

E. Promote the new Local Authors collection to the general public and to existing reading and writing groups/programs within the library using social media, website, and in-house signage and flyer.

We will market the local authors collection through programs and social media.
3. **Create a new Interactive 2-D and 3-D Art Exhibit at the Library**

   A. Create a 2-D and 3-D art exhibit focusing on miniatures called: *From Mind to Matter: Worlds in Miniature* and arrange to have it on public display from September 4 through October 30, 2015 with a demonstration event on September 26, 2015.

   *We created an art show on the theme of miniatures, using game, train, and dollhouse miniatures as subject matter. It ran from September 4-October 30 in collaboration with the Youth Department.*

   B. **Contact organizations and artists to participate in the library’s 2-D and 3-D Art Exhibit.**

   *Collaborators included Mills Gaming Systems; Kalamazoo Scale Modelers; the Midwest Miniatures Museum; James Doane; and the Kalamazoo Railroad Historical Society.*

   C. **Plan and implement an interactive/demonstration event featuring gaming, making gaming scenery, painting miniatures, creating model railroad scenery that will be held at the library on September 26, 2015.**

   *On September 26th from 10:00 am – 2:00 pm, the Kalamazoo Scale Modelers offered interactive modeling and gave out model cars and planes; Thomas from Mills Gaming demonstrated how to make gaming scenery from scrap styrofoam, plastic containers, and old cd’s; James Doane showed how he paints miniatures and writes stories about each character he paints; the Kalamazoo Railroad Historical Society assembled a 20x40 foot working train set with scenery; and the Midwest Miniatures Museum worked with children creating miniatures. The event drew 110 people of all ages and was in collaboration with the Youth Department.*

4. **Collaborate again with the All Ears Theatre of Kalamazoo on a Special Program at the Library**

   A. **Work with representatives from All Ears Theater to plan a performance at the Portage District Library.**

   *All Ears Theatre and Portage District Library planned and hosted a special performance at Portage District Library on March 28, 2015. Based on our experiences in 2014, we planned one performance (instead of two).*

   B. **Host a performance of an All Ears Theater production at the library, including a “petting zoo” of sound effects objects for public participation.**

   C. **Conduct a hands-on sound effects workshop for youth at the library run by All Ears Theater representatives and library staff.**

   D. **Perform outreach activities to inform library users about live radio theatre and to make it more accessible.**

   *After meeting with All Ears performers and discussing last year’s outreach efforts (outlined above,) we altered our plan for 2015. In order to provide some background on radio theater and voice acting, the playwright and director arrived prior to the performance for an informal question and answer session. In addition, a short “voice exercise” for young attendees was also planned and publicized. The play selected was very family and child-friendly, and there were many multigenerational groups in attendance. 130 people attended.*
E. Publicize the All Ears Theater performance and workshop through both print and online methods, including print brochures and flyers, information placed in The Portager, and via the library’s social media, e-newsletter, and website.

*The Portage District Library All Ears performance was publicized through both library and All Ears Theatre brochures, WMUK, in-library posters, the library and United Arts Council websites, and the library’s e-newsletter, social media and in-library digital signage.*

**Assessment of End Statement #4 Accomplishments**

- A Progress Report will be given to the Library Board in October 2015 with details about the degree of accomplishment of End Statement #4.
- A Final Report will be given to the Library Board in December 2015 with a summarization of all that was accomplished in 2015 to fulfill End Statement #4.
Follow-Up Report  
2015 Staff Development Day

Presented to the Library Board on October 26, 2015

<table>
<thead>
<tr>
<th>Date/Time/Place:</th>
<th>Held at the Portage District Library on September 25, 2015 in the lower level meeting rooms from 8 am to 5 pm. (Library was closed to the public.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Those Present:</td>
<td>All PDL employees; Library Board President Alisha Siebers, Crystal Feyerchak, Continuing Education Librarian, Twinsburg Public Library, photographer Dominic Gladstone</td>
</tr>
</tbody>
</table>
| Presentations:   | - Welcome and Comments - Library Board President Alisha Siebers  
- “Library Upselling” presented by Crystal Feyerchak  
- Tornado and Fire Drill Procedure Refresh – Rob Foti  
- Group Staff Photo – Professional Photographer Dominic Gladstone  
- Highlights from the New Employee Handbook – Rob Foti and Christy Klien  
- Library’s Hidden Gems – Adult, Youth, and Circulation Staff |
| Discussions:     | There were discussions held among library staff about library upselling and what we can do as a staff to know our ‘product’ better in an effort to make sure our patrons know what is available. Ideas such as checkout area “last minute picks” and program/services ads at eye-level were also mentioned.  
Rob Foti and Christy Klien divided the staff into teams so that we could play Jeopardy with the new information we received regarding the new Employee Handbook. There was much laughter and fun during this activity.  
Some highlights from the Library’s Hidden Gems presenters included: Weekend Experience Bags, One-on-One Technology Training, the library’s new podcast, Playaway Views, Sensory Resource Kits, Discovery Kits, Teacher Cards, and the area postcard collection. |
| Activities:      | A salad and sandwich lunch was catered by Water Street Coffee joint and library staff enjoyed eating and visiting together both inside the meeting rooms and outside on the patio as we had beautiful fall weather.  
At the end of all the presentations, staff gathered in Long and Gourdneck Lake Rooms for a Dessert Break to celebrate Diane Delach’s upcoming retirement. The room was decorated, a photo board was on display, Diane gave a little speech, presents were given, and cake and punch was enjoyed. |
| Assessment:      | It was a successful Staff Development Day and all items scheduled were accomplished. Library Director Christy Klien will follow-up with feedback from staff via an online survey to get perspective on how the day went, what was most useful, and what suggestions there are for further improvement. |
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: October 20, 2015  
Subject: Update on the Library’s Book Drop Project

BACKGROUND: 
At the August 24, 2015 board meeting, the Library Board had authorized the Library Director to sign a contract with Hall Builders to do all work required for the library’s Book Drop Project, in accordance with the base bid plus alternate bids submitted by Hall Builders and accepted by the Portage District Library, and per all specifications for the project. In addition, the Library Board approved a Budget Amendment to adjust the FY 2015 Budget to move $134,254 from the Book Drop Remodel Reserve Line and $163,598 from Unassigned Fund Balance into the Book Drop Project line to cover the anticipated costs related to the library’s Book Drop Project as previously described.

UPDATE: 
The following progress has been made since the last board meeting:

- Water line was moved
- Exterior walls are currently being erected
- Masons are starting to brick the lower portion of the exterior walls in order for concrete to be laid
- Plans for laying asphalt have been made and will be done in early November

Our library patrons have been cooperative and the temporary arrangement for return of materials after hours is going well. Library staff will be meeting with representatives from TMP Architecture and Hall Builders to get a construction update on the afternoon of Thursday, October 22, 2015. More information will be shared at the October 26, 2015 board meeting.
### Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>% Received</th>
<th>2015 Annual Budget</th>
<th>2015 Annual Actual</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>$ -</td>
<td>$ 1,881</td>
<td>N/A</td>
<td>$ 3,316,418</td>
<td>$ 3,336,313</td>
<td>101%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>104,488</td>
<td>159,233</td>
<td>152%</td>
<td>250,400</td>
<td>350,014</td>
<td>140%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>297,852</td>
<td>297,852</td>
<td>100%</td>
<td>725,699</td>
<td>725,699</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>15,000</td>
<td>15,507</td>
<td>103%</td>
<td>30,000</td>
<td>30,720</td>
<td>102%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$ 417,340</strong></td>
<td><strong>$ 474,473</strong></td>
<td><strong>114%</strong></td>
<td><strong>$ 4,322,517</strong></td>
<td><strong>$ 4,442,746</strong></td>
<td><strong>103%</strong></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>% Spent</th>
<th>2015 Annual Budget</th>
<th>2015 Annual Actual</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Wages</td>
<td>$400,842</td>
<td>$330,867</td>
<td>83%</td>
<td>$1,299,610</td>
<td>$904,732</td>
<td>70%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>195,208</td>
<td>113,534</td>
<td>58%</td>
<td>507,337</td>
<td>346,097</td>
<td>68%</td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>312,748</td>
<td>92,769</td>
<td>30%</td>
<td>708,147</td>
<td>376,488</td>
<td>65%</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>56,443</td>
<td>32,320</td>
<td>57%</td>
<td>134,900</td>
<td>85,028</td>
<td>63%</td>
</tr>
<tr>
<td>Total Buildings</td>
<td>86,016</td>
<td>21,660</td>
<td>25%</td>
<td>167,661</td>
<td>81,298</td>
<td>61%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>48,384</td>
<td>0</td>
<td>0%</td>
<td>57,391</td>
<td>45,459</td>
<td>80%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>53,345</td>
<td>19,170</td>
<td>36%</td>
<td>119,653</td>
<td>61,853</td>
<td>65%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>119,558</td>
<td>34,912</td>
<td>29%</td>
<td>303,956</td>
<td>178,930</td>
<td>67%</td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>141,630</td>
<td>43,048</td>
<td>30%</td>
<td>280,770</td>
<td>124,105</td>
<td>45%</td>
</tr>
<tr>
<td><strong>TOTAL OPER. EXPENSES</strong></td>
<td><strong>$ 1,414,176</strong></td>
<td><strong>$ 688,280</strong></td>
<td><strong>49%</strong></td>
<td><strong>$ 3,579,425</strong></td>
<td><strong>$ 2,167,537</strong></td>
<td><strong>65%</strong></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL PROJECTS</strong></td>
<td>$ 394,394</td>
<td>$ 25,526</td>
<td>6%</td>
<td>$ 735,630</td>
<td>$ 338,247</td>
<td>46%</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$ 1,808,570</strong></td>
<td><strong>$ 713,806</strong></td>
<td><strong>39%</strong></td>
<td><strong>$ 4,315,055</strong></td>
<td><strong>$ 2,505,784</strong></td>
<td><strong>58%</strong></td>
</tr>
<tr>
<td><strong>EFFECT ON FUND BALANCE</strong></td>
<td>(1,391,230)</td>
<td>(239,333)</td>
<td>7,462</td>
<td>1,936,962</td>
<td>1,769,974</td>
<td>58%</td>
</tr>
</tbody>
</table>

### Cash Flow Analysis

<table>
<thead>
<tr>
<th>Year</th>
<th>Cash as of</th>
<th>First Quarter Revenues</th>
<th>Operating Expenses</th>
<th>Capital Projects</th>
<th>Total Charges</th>
<th>Funds Added</th>
<th>Funds Used</th>
<th>Total Available Cash as of</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 cash as of 6/30/2015</td>
<td>$ 2,139,778</td>
<td>$ 474,473</td>
<td>$ 688,280</td>
<td>$ 25,526</td>
<td>$ 166,988</td>
<td>$ 7,462</td>
<td>$ 1,936,962</td>
<td>$ 1,769,974</td>
</tr>
<tr>
<td>* Please Note: Effect on Fund Balance represents the Effect that the current period has on the overall cash position of the Library. This does not represent any individual expense line.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Portage District Library  
3rd Quarter Report  
September 30, 2015

**Property Taxes** - Property Tax collections are completed for the 2015 Fiscal Year, with the exception of small amounts that will be received for delinquent personal property taxes. The library has collected approximately $20,000 more than it budgeted for the fiscal year. This amount could change slightly as the year goes on as the Library collects small amounts of delinquent personal property taxes and has to pay back the County for chargebacks.

**State Aid Revenue** - The library has received its State Aid payments for FY2015.

**Revenue from Reserves** - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library's FY2015 budget, the library set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year was increased by $7,462. Funds have been added to the FY2015 budget for the following items: prior year encumbrances; the Book Drop Remodel Project, and the final debt payment.

**Other Revenue** - Other Revenue is ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees and Penal Fines. Fines and Fees are slightly ahead of pace for this time of year. Penal Fines were collected in July and were approximately $35,000 more than budgeted for. This is an increase from the prior year's amount of $106,894 and slightly less than the average of the last 5 years, which is $117,022. The Library received a donation of $75,000 during the year. $50,000 of this donation has been used to set up the Portage District Library Endowment Fund. Additionally, the Library has received approximately $32,000 in distributions from Michigan Municipal Risk Management Authority (MMRMA) for over payment of building insurance premiums.

**Salaries & Wages** - Salaries & Wages are slightly below pace for this time of year. The Library had several open positions in various departments during the 1st and 2nd qts. of 2015. The library filled it Executive Assistant position with an internal candidate, which left a vacancy in the Youth Department. The only variance from the budget is that the Facilities Coordinator position was filled with two part-time employees that will cost the Library less than what was budgeted for with a full-time position. The Library expects that this line will be under budget at the end of the year.

**Fringes & Benefits** - Fringes & Benefits are less than the 75% expended as of September 30, 2015. The library did not fill its Facilities Coordinator position with a full-time employee, as budgeted for. This has contributed to a small savings. Additionally, when the Library prepares its yearly budget it estimates that any open position will be filled with an employee requiring the highest level of insurance. When this does not materialize, it results in budgeted funds not being spent. This line is expected to be under budget at year end.

**Library Materials** - This category is slightly behind pace for this time of year. In the 3rd quarter, Youth Department purchases decrease due to the Summer Reading Program. These purchases will pick back up at the end of the 3rd quarter and throughout the 4th quarter. It is expected that this line will be nearly 100% spent out at year end.

**Utilities** - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are trending below budget for the year. The Library lowered the Gas & Electric budget for FY2015 from FY2014 when it felt confident that savings from the boiler replacement and LED lighting upgrades were being realized. It is planning to lower the budget further for FY2016.
Building - Year-to-date actual and encumbrances are less than the 75% target. All known contracts and planned services to building and equipment have been accounted for. The largest budgeted project to the library grounds was to be the sealing of the library parking lot. Due to the Book Drop Project taking place in the fall, which will affect the current parking lot, this project will be pushed back to the spring of 2016. Snow removal services during the winter of 2015 were less than budgeted for. This should leave sufficient funds for the beginning of winter in late 2015.

Furnishings & Equipment - This category has several projects budgeted for FY2015 that are in various stages of completion. These projects include the re-upholstering of furniture, and replacement of furniture in the preschool room. Most of these projects have begun and all should be done before the end of 2015.

Supplies - The supply category is slightly under budget for this time of year. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. Additionally, the increased use of email notification for fines has helped to keep the postage line to a manageable level. Copying and Printing is running lower than usual for this time of year due to the longer term absence of marketing personnel. The Portager insert is still being completed but several smaller initiatives have not been undertaken.

Professional Services - This category is slightly lower than the 75% target. The majority of the account in this category are on pace for the year. The Cataloging line is further below due to Library Materials being under budget. This line should pick as more material is in order in the 4th quarter.

Other Charges - This category is well below the 75% target. The largest line in this category is the Computer Repair & Maintenance line accounting for approximately 60.0% of the budget. This line is typically used in the 3rd and 4th Qtr for the renewal of computer support and licensing agreements. Due to the timing of invoices, the majority of renewed contracts will be taking place in the 4th qtr. this year.

Capital Projects - This category is under the 75% target because the largest expenditure in this category, the Book Drop Remodel, will not be completed until the 4th qtr. The FY2015 Technology Project will not begin until the 4th qtr. The Library has completed the Lounge Remodel Project slightly under budget and will have some additional funds to use towards wall decorations and additional lighting. The Library's final bond payment was made in June.